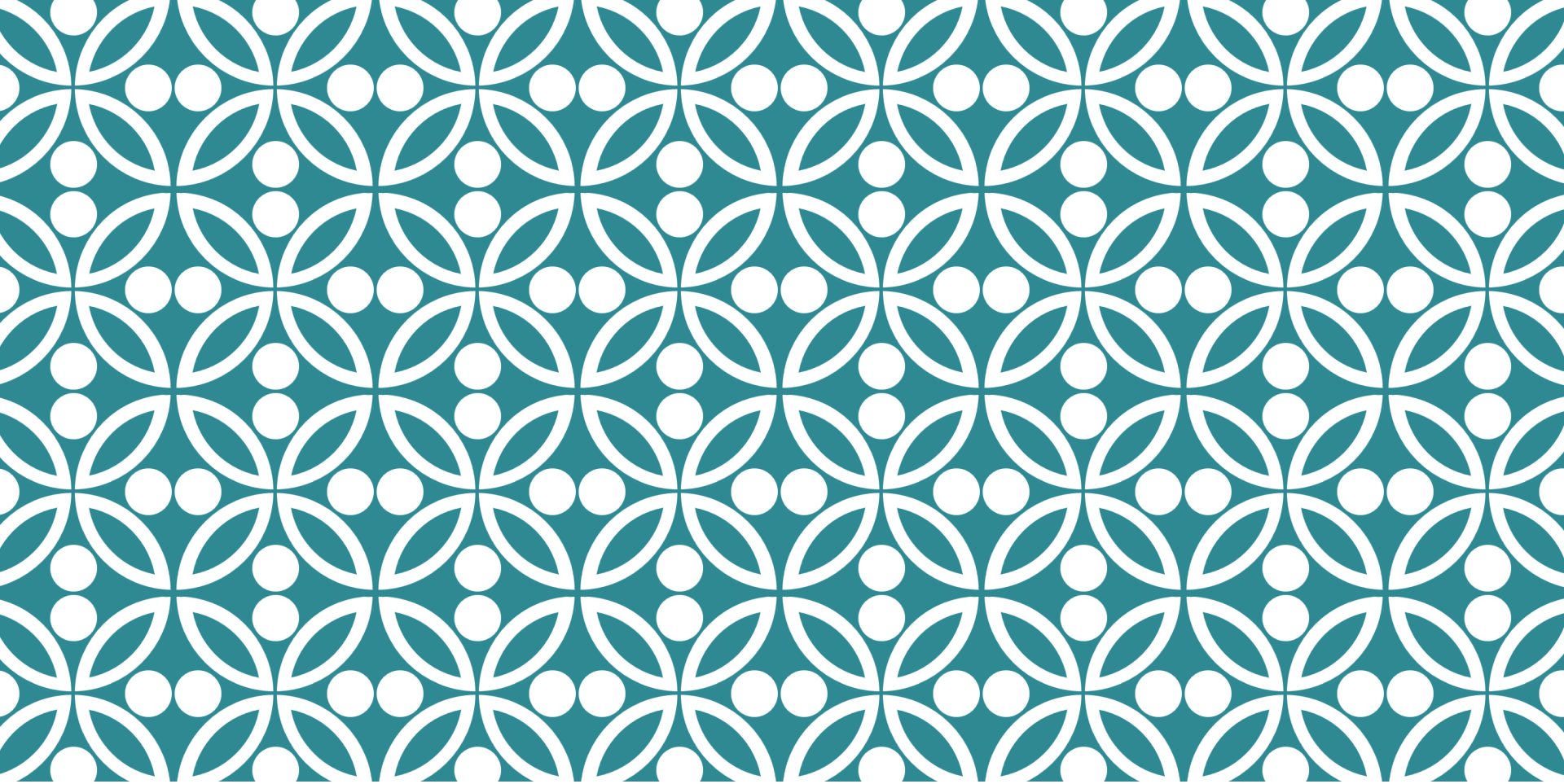


E-RATE CATEGORY TWO BIDDING

Lauren Abner
Kentucky Department for Libraries & Archives
October 20, 2016

TODAY'S AGENDA

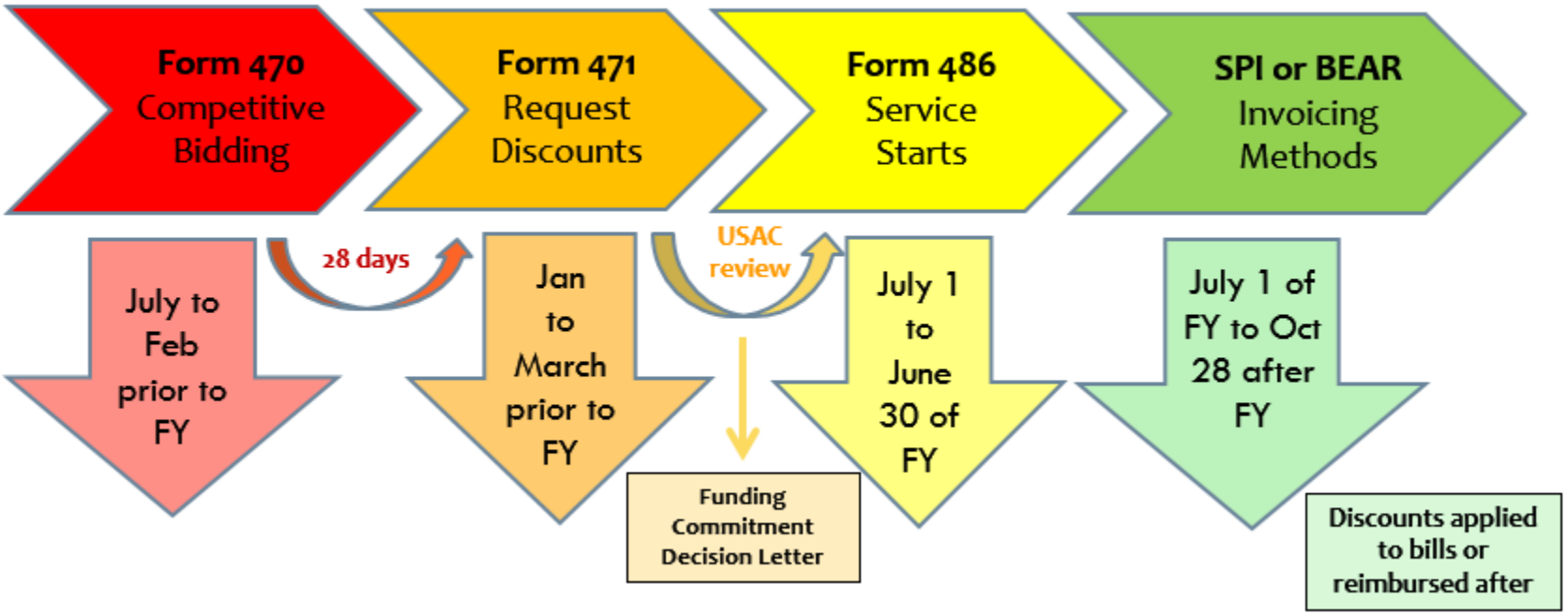
- CATEGORY TWO ELIGIBLE SERVICES LIST
- COMPETITIVE BIDDING
- DEALING WITH VENDORS
- RFPs
- DEMO - FILING THE FORM 470
- BID EVALUATIONS

DISCLAIMER: I'M NOT THE FCC

This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. **Official guidance can only come from the FCC and USAC.**

E-RATE PROCESS & IMPORTANT DATES

THE E-RATE PROCESS



TIMELINE FOR FY 2017-18

- **Competitive Bidding for FY 2017-18 services**
  - Opened July 1, 2016
  - Last date to open competitive bidding: 28 days before final Form 471 deadline (TBA – likely late March/early April 2017)
- **When Services Will Happen for FY 2017-18**
  - Recurring Services (monthly internet, phone, basic maintenance)
    - July 1, 2017 to June 30, 2018
  - **Non-recurring Services (Category Two)**
    - **April 1, 2017 to September 30, 2018**

CATEGORY TWO ELIGIBLE SERVICES LIST

WHAT QUALIFIES FOR E-RATE?

- **The full E-rate Eligible Services List (ESL) can be downloaded from: http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx**
- **Eligible services are separated into two broad categories:**
  - Category One: Connectivity to the Building
  - Category Two: Connectivity to the Device
- **If products/services contain ineligible components, a cost allocation is required to separate out those costs.**

CATEGORY TWO (1/2)

Internal Connections

- Cabling, connectors, and related components
- Switches and routers
- Racks
- Access points
- Antennas
- Caching
- Wireless controller systems
- Firewalls (some restrictions apply)
- UPS (Uninterruptible Power Supply)
- Software supporting components on the list used to distribute broadband through the library

More flexibility – equipment can be installed as soon as April 1, 2017 or as late as September 30, 2018.

These eligible functions can be virtualized in the cloud or combined in equipment (like routing and switching).

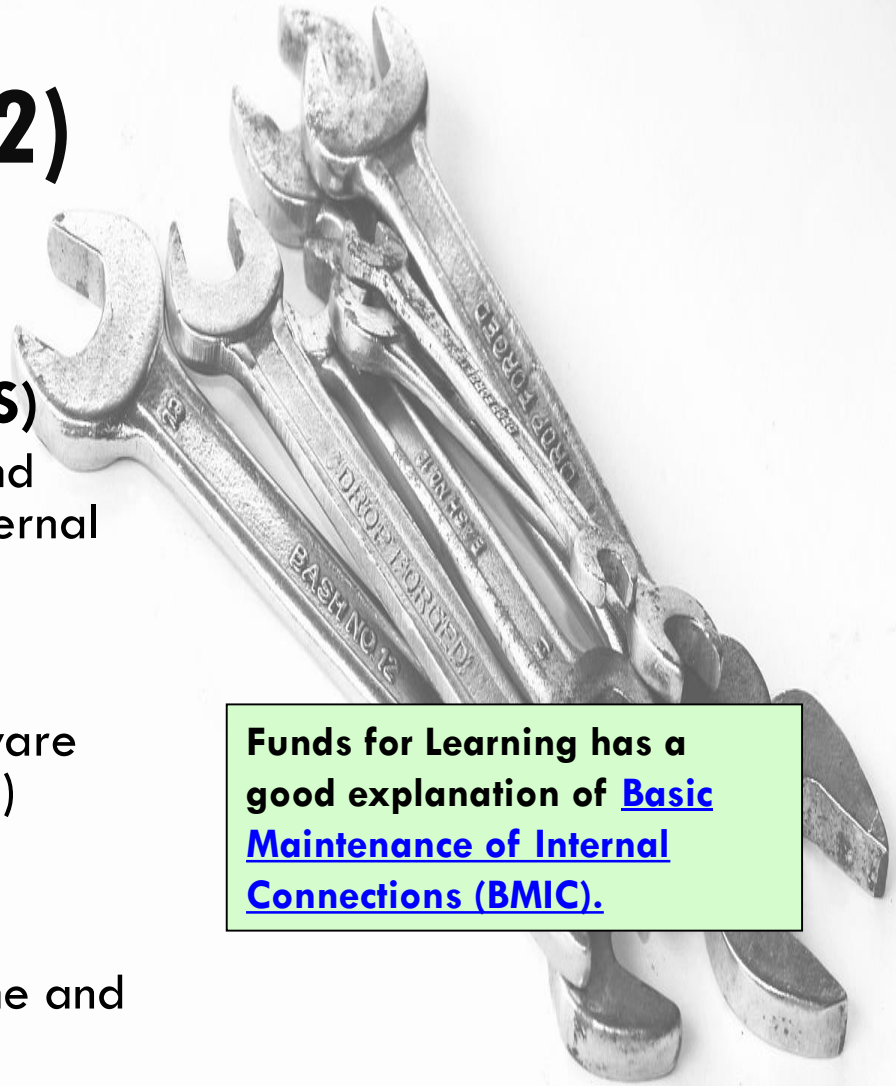
CATEGORY TWO (2/2)

Managed Internal Broadband Services (MIBS)

- 3rd party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi)

Basic Maintenance

- Repair and upkeep of eligible hardware (even if not purchased through E-rate)
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches



Funds for Learning has a good explanation of Basic Maintenance of Internal Connections (BMIC).

MISCELLANEOUS

May fall under Category One or Two:

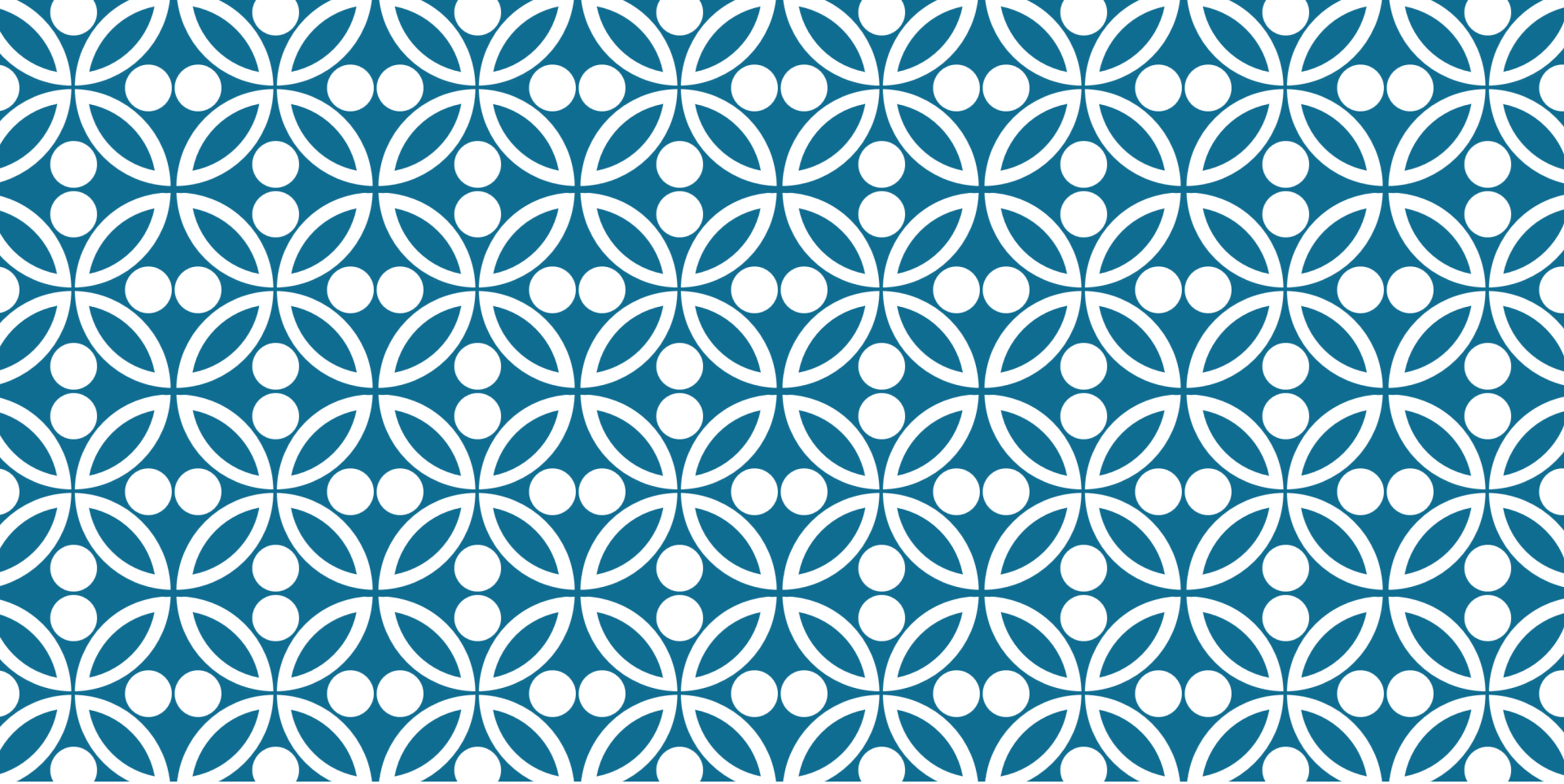
- Taxes, surcharges, and other similar, reasonable charges
- Rental or lease fees for eligible components
- Shipping
- Training
- Installation and configuration
  - May be performed by a 3rd party rather than the vendor who sold the equipment

CHILDREN'S INTERNET PROTECTION ACT

Compliance with the Children's Internet Protection Act (CIPA):

- Necessary if requesting E-rate support for Internet Access or any Category Two products & services
- Exception: CIPA compliance not required for telecommunications services only (phone, transport)
- Has your library:
  - Implemented a filter that blocks obscene images?
  - Created an Internet Safety Policy that addresses filtering?
  - Held a public meeting prior to adopting the Internet Safety Policy?
- Caveat: E-rate funds can't be used to pay for content filtering licenses. Weird, but true.

POLL TIME
—
SOUND
OFF!



CATEGORY TWO BUDGETS

DISCOUNT MATRIX

Discounts are similar for Category One and Category Two eligible services, but the top discount for Category Two is capped at 85%.

INCOME Measured by % of students eligible for the National School Lunch Program	CATEGORY ONE		CATEGORY TWO	
	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

HOW MUCH C2 CAN I REQUEST? (1/2)

Pre-discount C2 budget is based on the square footage within enclosed walls of each branch in your library system

- Includes kiosks and bookmobiles
- Excludes administrative-only branches (called non-instructional facilities or NIFs)
- $2.30/square foot for almost all Kentucky libraries
- Some branches in densely-populated areas receive $5.00/sq. ft. (see later slide for list)
  - Branch must have IMLS locale code 11, 12, or 21

HOW MUCH C2 CAN I REQUEST? (2/2)

- Minimum budget per branch is $9200 if less than 4000 sq. ft.
- Budget covers a 5-year period and is specific to each branch
  - Exception: The costs for equipment/services shared by multiple branches will be divided between the branches for which support is sought.
- Can be spent all in 1 funding year or spread over several years.

LIBRARY BRANCHES THAT GET $5/SQ FT

Based on 2014 IMLS library outlet survey data

BOONE	SCHEBEN BRANCH LIBRARY
BOONE	BOONE COUNTY PUBLIC LIBRARY
BOONE	WALTON BRANCH
BOONE	FLORENCE BRANCH
BULLITT	RIDGWAY MEMORIAL LIBRARY
BULLITT	MOUNT WASHINGTON BRANCH LIBRARY
BULLITT	HILLVIEW LIBRARY
CAMPBELL	COLD STREAM BRANCH
CAMPBELL	NEWPORT BRANCH
CAMPBELL	PHILIP N. CARRICO BRANCH
FAYETTE	LEXINGTON PUBLIC LIBRARY
FAYETTE	TATES CREEK BRANCH
FAYETTE	NORTHSIDE BRANCH
FAYETTE	EAGLE CREEK BRANCH
FAYETTE	BEAUMONT BRANCH
FAYETTE	VILLAGE BRANCH
JEFFERSON	LOUISVILLE FREE PUBLIC LIBRARY
JEFFERSON	BON AIR REGIONAL BRANCH
JEFFERSON	CRESCENT HILL BRANCH
JEFFERSON	HIGHLANDS-SHELBY PARK BRANCH
JEFFERSON	MIDDLETOWN BRANCH
JEFFERSON	IROQUOIS BRANCH
JEFFERSON	JEFFERSONTOWN BRANCH
JEFFERSON	OKOLONA BRANCH
JEFFERSON	PORTLAND BRANCH
JEFFERSON	SHAWNEE BRANCH
JEFFERSON	WESTERN BRANCH
JEFFERSON	LOUISVILLE FREE PUBLIC LIBRARY
JEFFERSON	FERN CREEK BRANCH
JEFFERSON	SAINT MATTHEWS/ELINE BRANCH
JEFFERSON	SHIVELY/NEWMAN BRANCH
JEFFERSON	SOUTHWEST REGIONAL BRANCH
JEFFERSON	WESTPORT BRANCH
JEFFERSON	FAIRDALE BRANCH
JEFFERSON	NEWBURG BRANCH
KENTON	KENTON COUNTY PUBLIC LIBRARY
KENTON	ERLANGER BRANCH
KENTON	WILLIAM E. DURR BRANCH
OLDHAM	MAHAN-OLDHAM COUNTY LIBRARY
OLDHAM	SOUTH OLDHAM LIBRARY
OLDHAM	OLDHAM COUNTY PUBLIC LIBRARY

WHAT CHANGES MY C2 BUDGET(S)?

- **C2 budget is reduced:** when C2 funding is committed. Even if the library doesn't purchase that equipment and request the discount, the C2 budget is still reduced.
  - See next 2 slides on the importance of filing the Form 500 when C2 funding isn't used.
- **C2 budget is increased:** when the library gains finished, interior square footage during the funding year.
  - Make sure you have documentation proving what your new square footage will be before applying for discounts—blueprints, signed/dated letter from the architect, etc. You <u>will</u> be required to submit this documentation during application review.

FORM 500 (1/2)

Reasons to file the Form 500:

- Adjusting the Service Start Date on a previously filed Form 486
- To adjust the Contract Expiration Date listed on the Form 471
- To request an extension of the service delivery and installation deadline for non-recurring services (**RARE** –an option only under special circumstances)
- **To cancel or reduce the amount of an FRN (irrevocably!)**
- To notify USAC of an equipment transfer within the three year prohibition on equipment transfers due to a temporary or permanent entity closure

FORM 500 (2/2)

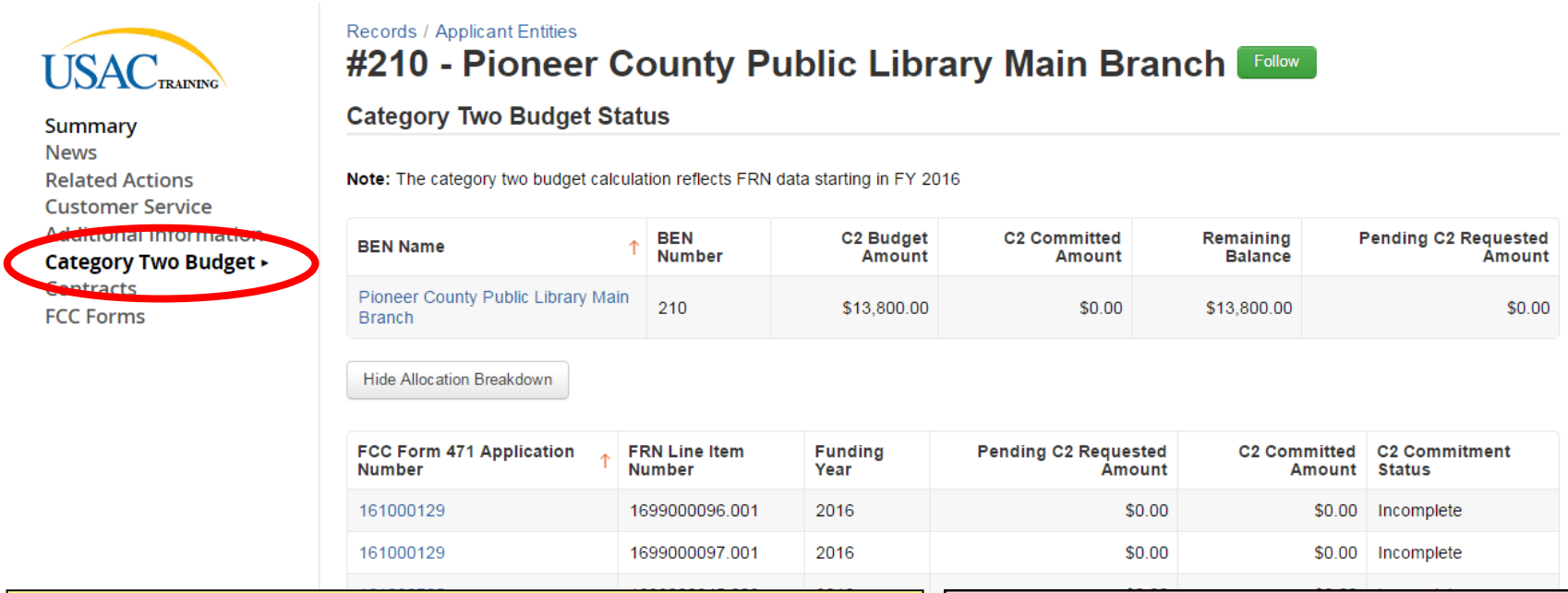
This form is necessary if you decide not to purchase Category Two equipment for which your library received a funding commitment.

Form 500 releases $ back to the general funding pot for other E-rate entities to use in the following year.

Important for possible audits—USAC won't be happy if you didn't let them know the funds weren't used. You want to keep USAC happy!

Paper-only form is found online:
http://www.usac.org/sl/tools/forms/default.aspx

CATEGORY TWO BUDGET TOOL



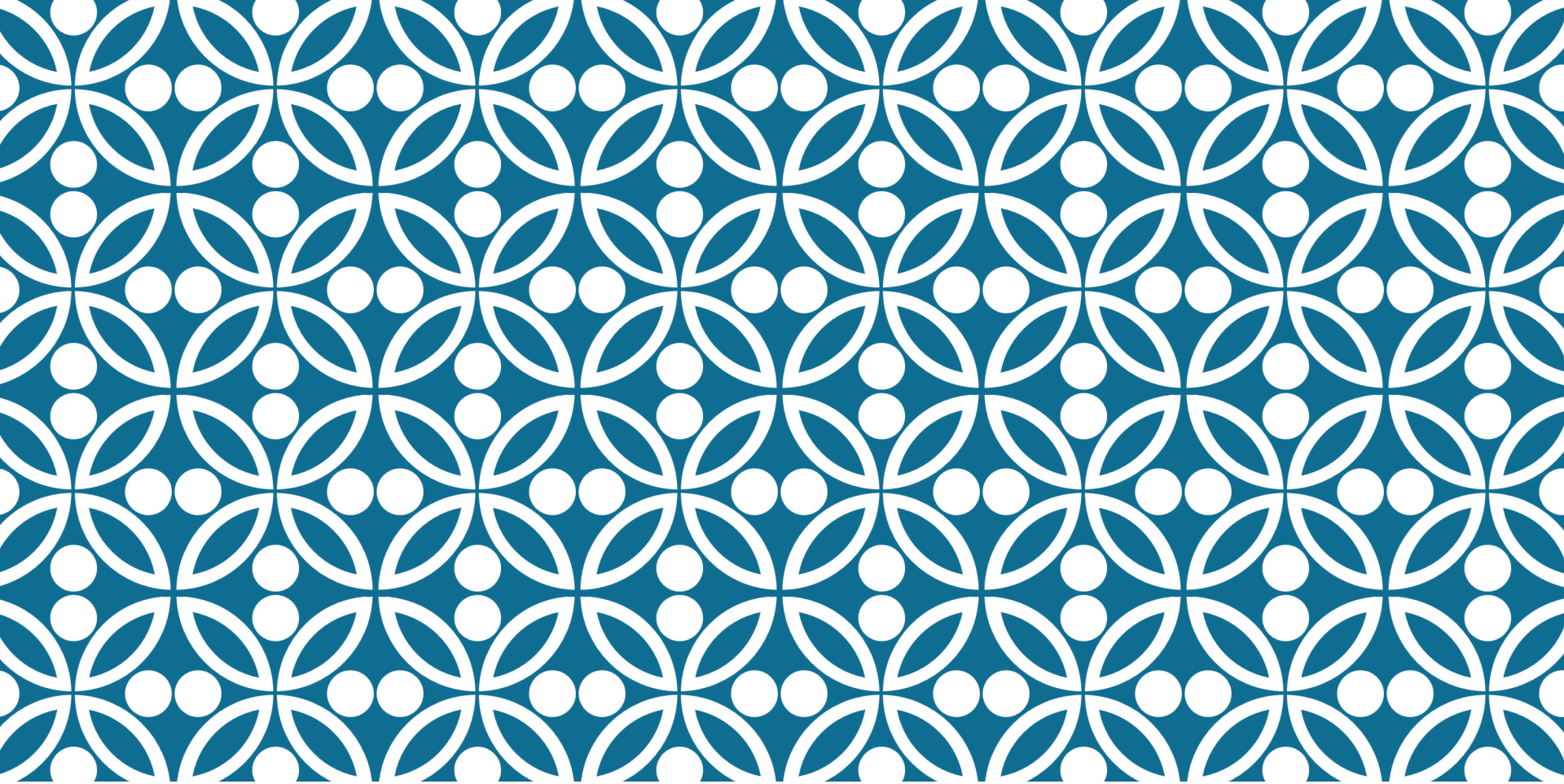
To view Category Two budgets for each branch in the E-rate Productivity Center: Go to My Landing Page, click on a library branch name, then click on Category Two Budget.

Caveat: Many factors affect your potential budget for FY 2017-18—talk to the KDLA Technology Consultant.

CATEGORY TWO BUDGET EXAMPLE

Pioneer County Public Library Main Branch

- Last year's square footage: 6,000
- Additional 6,000 sq ft to be completed during FY 2017-18
- 12,000 sq ft X $2.30/sq ft = $27,600 (pre-discount)
- Budget reductions:
  - FY 2015-16 Cat2: $1250
  - FY 2016-17 Cat2: $1950
- FY 2017-18 budget: $27,600 - $1250 - $1950 = **$24,400 pre-discount; refund up to $19,520 with 80% discount rate**



COMPETITIVE BIDDING OVERVIEW

COMPETITIVE BIDDING

On the Form 470, applicants describe the E-rate eligible services they need. Potential service providers have at least 28 days to respond with bids.

- No decision about which service provider to use can be made before 28 days have elapsed.
- You can wait longer if you want; you may have to wait longer if you release an RFP document with a later due date.

Filing a Form 470 does not obligate an applicant to sign contracts or accept E-rate funding.

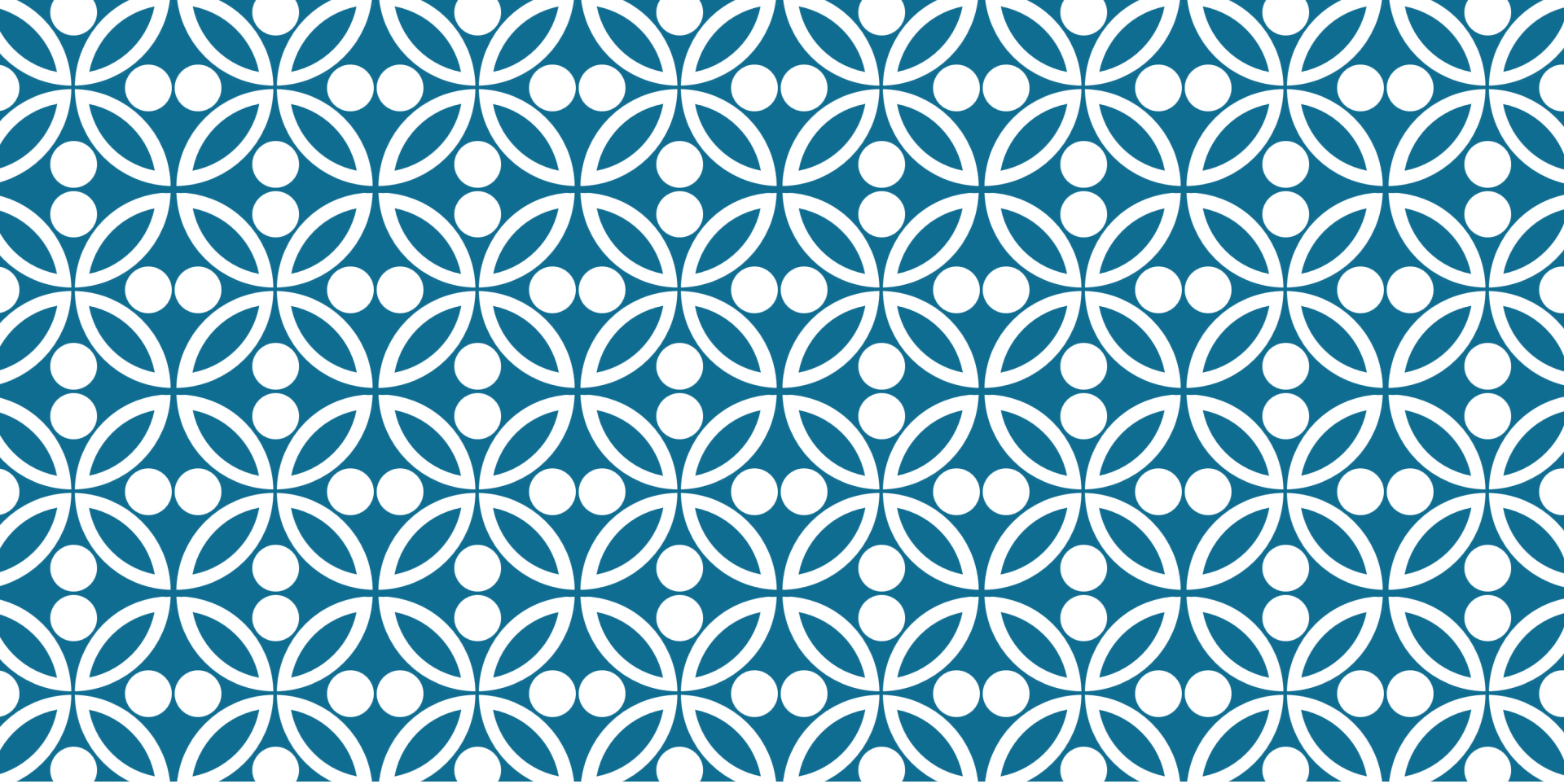
OPEN & FAIR PROCESS

- Open and fair competitive bidding is a core principle of E-rate
- From the USAC website:
  - "Open" means there are no secrets in the process – such as information shared with one bidder but not with others – and that all bidders know what is required of them. "Fair" means that all bidders are treated the same and that no bidder has advance knowledge of the project information.
  - Recommended reading: File Along With Me Blog post on this topic: http://filealongwitherate.org/keep-the-bidding-process-open-and-fair/
- **Never** share pricing information or tell vendors who else is bidding.

PRICE IS PARAMOUNT

E-rate applicants are required to select the most cost-effective solution for the product or service they're bidding on.

- In bid evaluations, cost must be the most heavily weighted consideration (receives the most points in the evaluation).
- The least-expensive solution doesn't always win the bid evaluation; it may not score well on factors other than cost.
- When creating a bid evaluation and scoring bids, the concept of reasonable defensiveness is important:
  - If you explained your bid evaluation to an impartial third-party, could they reasonably come to the conclusion that you selected the most cost-effective solution?



REAL TALK ABOUT VENDORS

VENDOR RESPONSIBILITIES

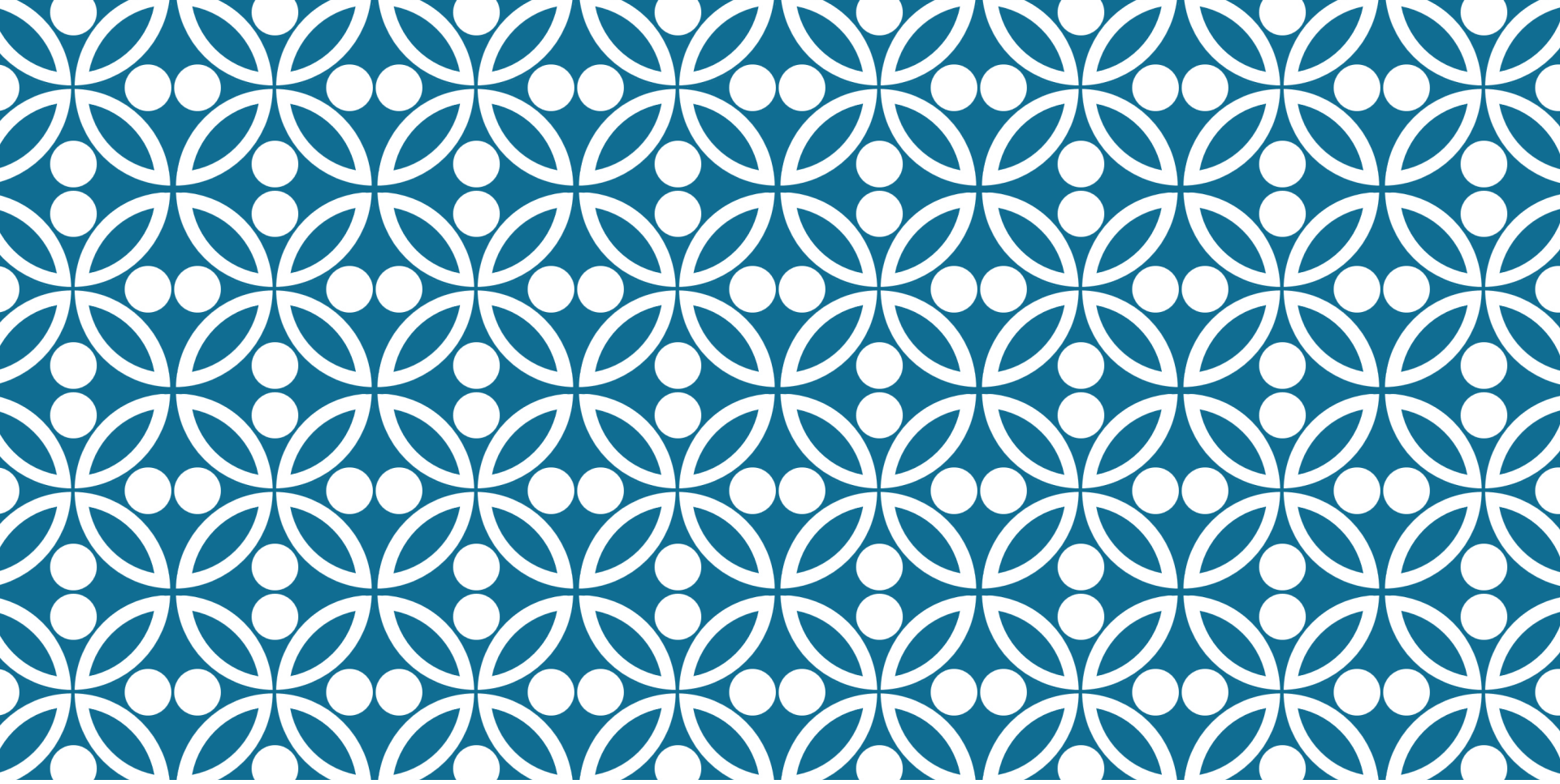
- Vendors—usually referred to as Service Providers in the context of E-rate—need to be willing to file certain forms and make certain certifications in order for you to receive your E-rate refunds
  - Getting a **Service Provider Identification Number (SPIN)** by filing a Form 498 — must be filed in the separate 'E-File' system for service providers; very different than the version of the Form 498 filed by applicants in the E-rate Productivity Center
  - Filing a **Service Provider Annual Certification (SPAC)** Form (Form 473) every year schools or libraries request E-rate discounts associated with their SPIN.
- You can't request discounts for services from a vendor that doesn't have a SPIN.
- E-rate funding can't be disbursed if the vendor's SPAC hasn't been filed for the relevant year.

LOCAL/NON-TRADITIONAL PROVIDERS

- Many small, local providers that will perform installation of Category Two equipment are considered 'Non-Traditional Providers' in the E-rate program.
- Information about the E-rate program for vendors is heavily slanted toward telecoms (internet/phone providers) rather than non-traditional providers
  - This matters because telecoms have more filing responsibilities under E-rate—from the outside, E-rate looks like a bigger burden for non-traditional providers than it truly is
- USAC is aware of this educational gap and is working on new materials geared toward these type of providers.

WHY THIS MATTERS TO YOU

- Many libraries understandably want to support local businesses, but if E-rate discounts are an essential component of financing network upgrades, you have to find vendors that are willing to file some E-rate forms.
- **Best practice:** Always demand a SPIN number on cost proposals received in response to the Form 470
- You may need to encourage vendors to think about participating in the E-rate program. A couple of suggestions:
  - Vendors that need help with forms can contact the USAC Client Services Bureau at 888-203-8100
  - The USAC Trainings & Outreach page for service providers may be useful, especially the 3-minute video on getting SPINs.



REQUEST FOR PROPOSAL (RFP)

THE WHAT OF RFPs

In the world of E-rate, request for proposal (RFP) means any additional documents that describe the library's needs beyond the narrative field on the Form 470

- May be a lengthy, formal document such as those issued by cities, counties, or state government procurement
- May be a short document that outlines the library's technology needs and details for submitting a cost proposal.
- All RFP documents and addenda must be uploaded with the Form 470 in the E-rate Productivity Center, even if those documents are posted elsewhere online.

THE WHY OF RFPs

- RFPs are an excellent way to exert more control over the procurement process, particularly if you're requesting significant network upgrades.
- The narrative field on the Form 470 is limited to 5000 characters—you may want more space and document formatting options to describe your needs fully and clearly.
- Process of putting together an RFP forces you to consider more thoroughly what technology upgrades matter most to the community your library serves

THE ELEMENTS OF THE RFP

- Basic description of your library's situation – location, what you're trying to accomplish
- Detailed list of anticipated needs
- Requirements for cost proposals – separate by line item, include the SPIN, method of delivery (mail, e-mail, in-person), etc.
- How the bids will be evaluated – Are there disqualification factors? Those must be listed in the RFP. Will you give additional points for certain factors (flexible invoicing, local/in-state vendors, etc.)?
- Important dates – when cost proposals are due; dates for walkthroughs if they're being offered; vendor question due date; when decision will be made; approximate date for installation
- Contact person

DATES & RFPs

Some things to keep in mind about RFPs and due dates:

- The minimum 28-day competitive bidding window begins when the Form 470 is posted or the RFP is issued—**whichever comes later**.
- You may need to coordinate the release of the 470 & RFP with required notices for $20,000+ procurements (see later section on state bidding rules)
- The larger and more complex your needs, the later you'll want the due date to be—get better bids, have more time for walkthroughs, etc.

CARDINAL CHANGES (1/2)

- From the 12/11/2015 SL News Brief from USAC:

"Making cardinal changes in the scope of a project and/or services requested

We strongly recommend that applicants post a new FCC Form 470 if they are making one or more significant changes ("cardinal" changes) to the scope of the services requested on the FCC Form 470 and/or the RFP. Remember that posting a new FCC Form 470 starts a new 28-day waiting period. Applicants must also be in compliance with all applicable state or local competitive bidding rules and regulations – which is especially important if an RFP was also issued – and should consider canceling the earlier FCC Form 470 to avoid confusion."

CARDINAL CHANGES (2/2)

- The FCC and USAC don't provide a comprehensive list of what changes are considered to be cardinal, but the following will likely require the applicant to file a new Form 470 and/or restart the 28-day bidding clock:
  - Adding a Category of Service, Type of Service, or Function that was not listed on the original 470 and/or RFP document
  - Adding entities as recipients of service
  - Substantially changing the quantity needed
    - Buying 3 access points instead of 2 or 800 feet of cabling instead of 600 feet should be fine; doubling or tripling quantities may be a problem
- Litmus test: Would these changes significantly alter how vendors respond (or whether they respond at all)?
- **Best practice:** When in doubt—file a new Form 470
- For more information on cardinal changes, see a recent news item from E-rate Central — "Cardinal Changes and USAC Guidance".

TIME FOR AN EXAMPLE RFP!

Ready
Set
Let's Get Our Feet Wet

STATE BIDDING RULES

STATE BIDDING RULES (1/3)

- Most Kentucky libraries follow the Kentucky Model Procurement Code
  - The library board must adopt the MPC as its official way to purchase, and this step was likely taken many years ago (the MPC is 20+ years old).
  - Spelled out in KRS 45A.345–.460
  - Must bid for contracts and purchases over $20,000, and there must be an adequate notice 7 days before the date set for the opening of bids. The bids must be opened publicly in an announced location and the contract awarded to either the lowest bidder or the bidder submitting the lowest evaluated bid price. (See KRS 45A.365)

STATE BIDDING RULES (2/3)

- If your library doesn't follow the Model Procurement Code, then purchases over $20,000 must be bid per KRS 424.260(1)
  - Must also advertise the bid per KRS 424.130
  - You need only advertise once, but may advertise two or more times provided that at least one advertisement is carried between 7 and 21 days before the close of bidding. The advertisement must include a description of what is to be bid, the time and place for receipt of bids, and any special terms of the sale.

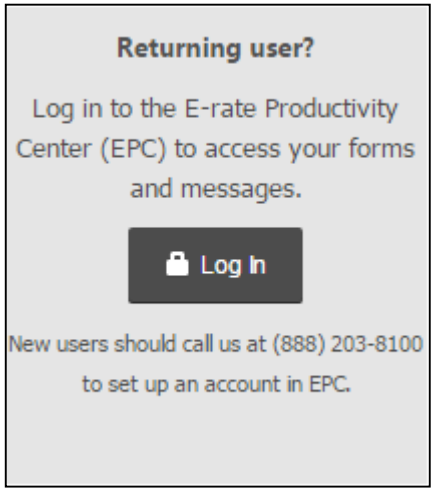
STATE BIDDING RULES (3/3)

- The Form 470 contains a field for state and local procurement information. Here's some boilerplate for you to use:
  - The Kentucky Model Procurement Code (see KRS 45A.345-.460) and KRS 424.260 require bids for contracts and purchases over $20,000. See http://www.lrc.ky.gov/Statutes/index.aspx for more information.

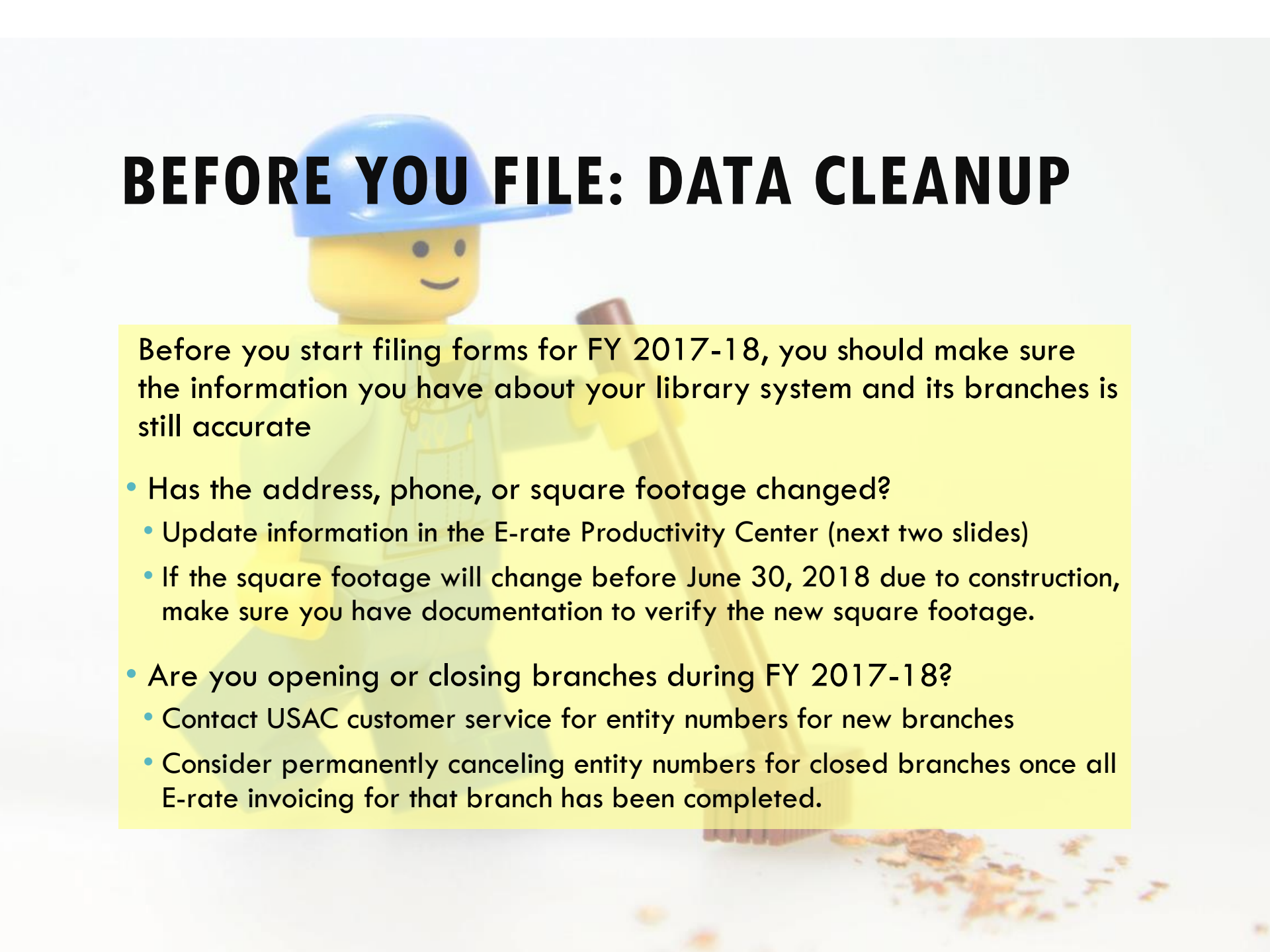
E-RATE PRODUCTIVITY CENTER: UPDATING LIBRARY PROFILES

E-RATE PRODUCTIVITY CENTER

- To set up account or if you have login issues: call the USAC Client Services Bureau at 1-888-203-8100
  - Must select a staff member to act as account administrator. Once the administrator is set up in EPC, he/she can add more users for your library.
- Two ways to get to EPC portal:
  - Go to portal.usac.org
  - Go to main USAC website for Schools and Libraries (www.usac.org/sl) and select 'Apply for E-rate' under Resources & Tools on the left. Then look for Log In button (picture on right).
    - Apply for E-rate page links to other resources such as videos.



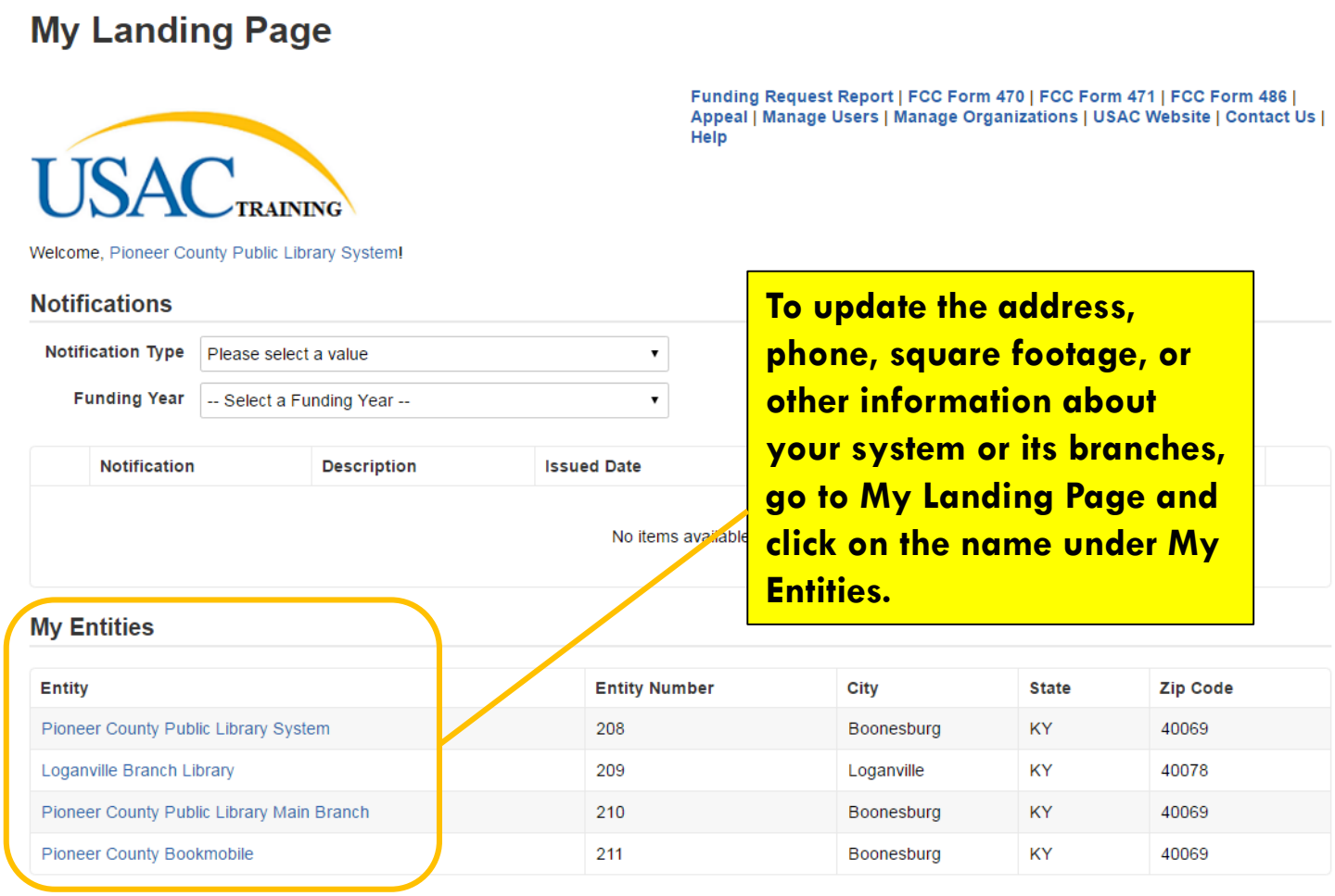
BEFORE YOU FILE: DATA CLEANUP



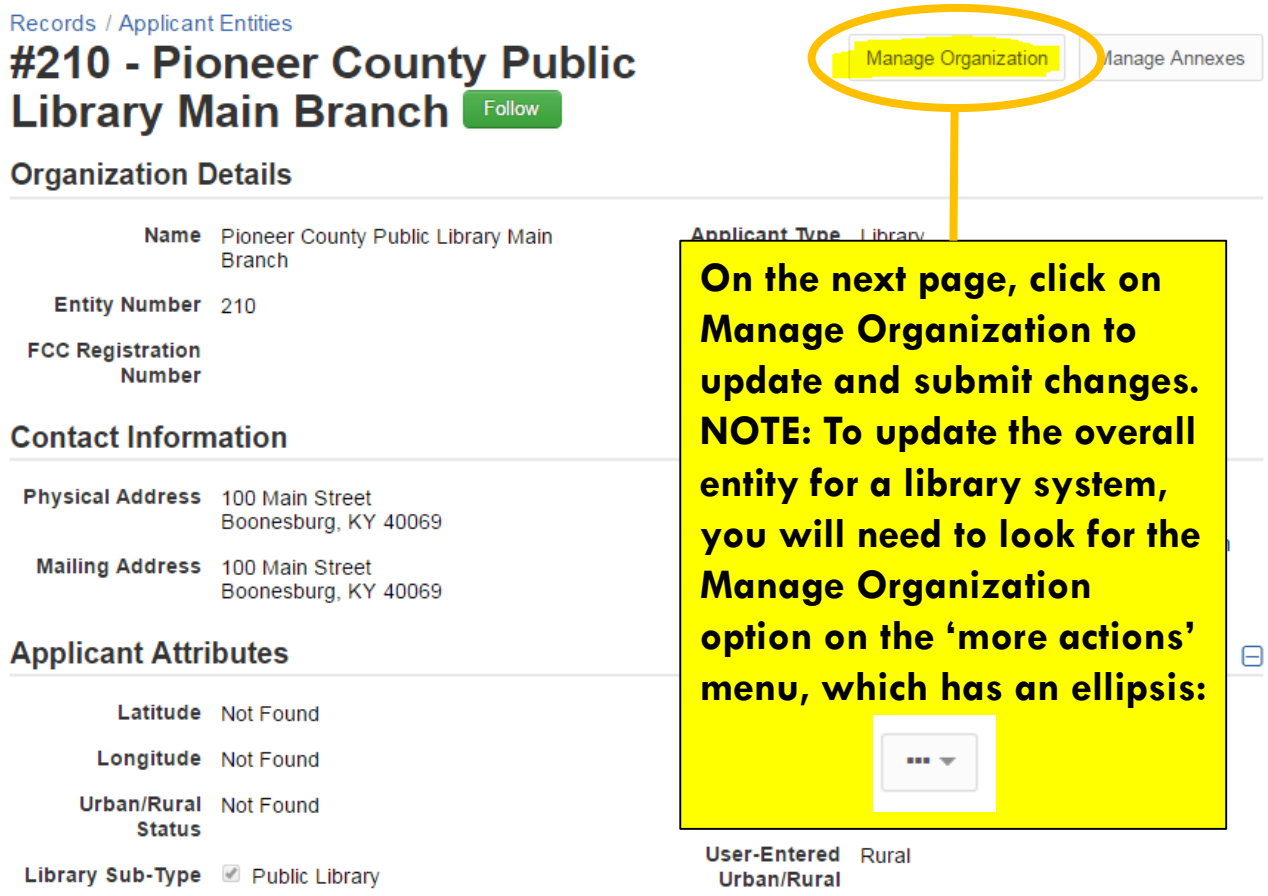
Before you start filing forms for FY 2017-18, you should make sure the information you have about your library system and its branches is still accurate

- Has the address, phone, or square footage changed?
  - Update information in the E-rate Productivity Center (next two slides)
  - If the square footage will change before June 30, 2018 due to construction, make sure you have documentation to verify the new square footage.
- Are you opening or closing branches during FY 2017-18?
  - Contact USAC customer service for entity numbers for new branches
  - Consider permanently canceling entity numbers for closed branches once all E-rate invoicing for that branch has been completed.

UPDATING BRANCH/SYSTEM PROFILES (1/2)

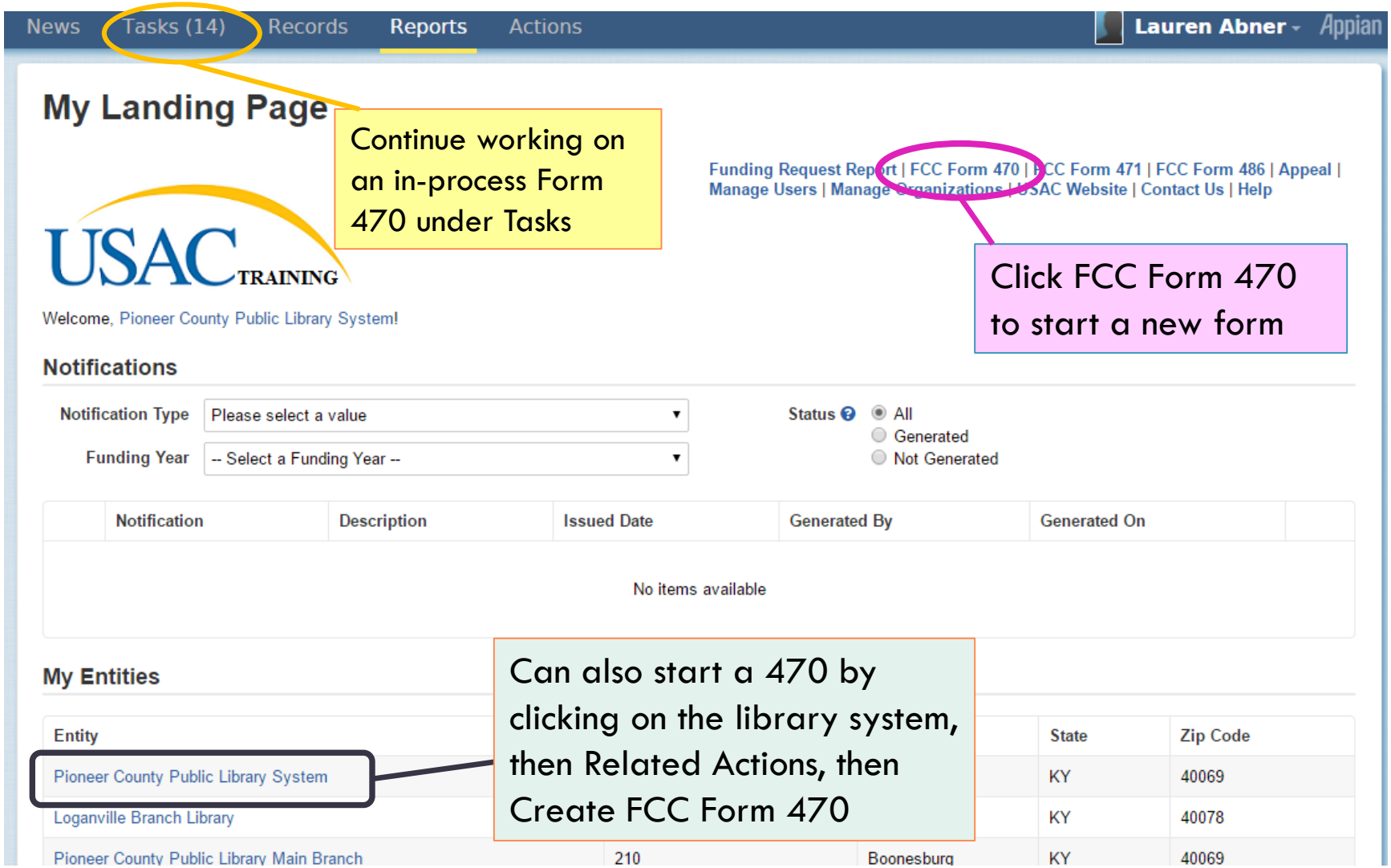


UPDATING BRANCH/SYSTEM PROFILES (2/2)

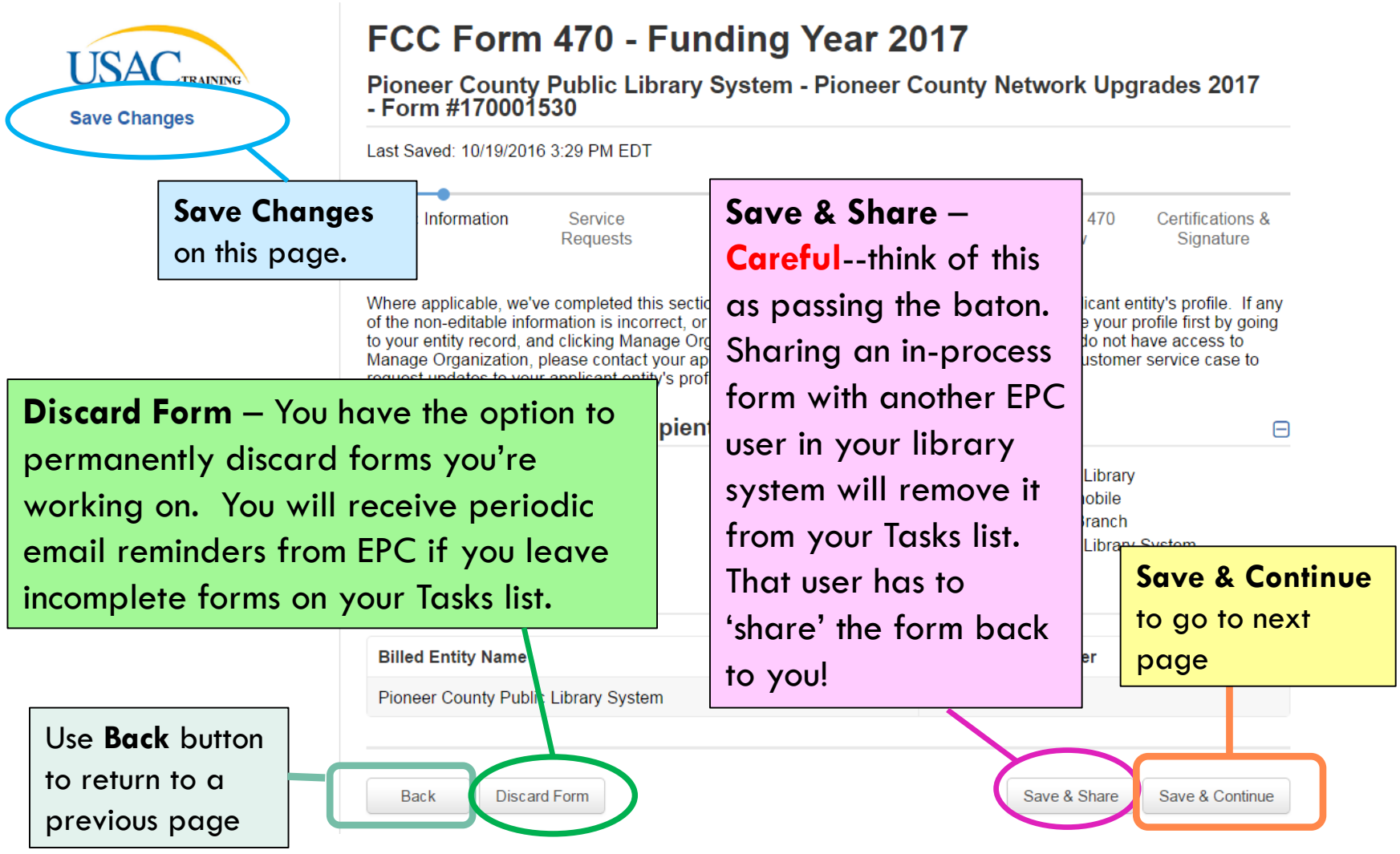


FORM 470 – BASIC INFORMATION

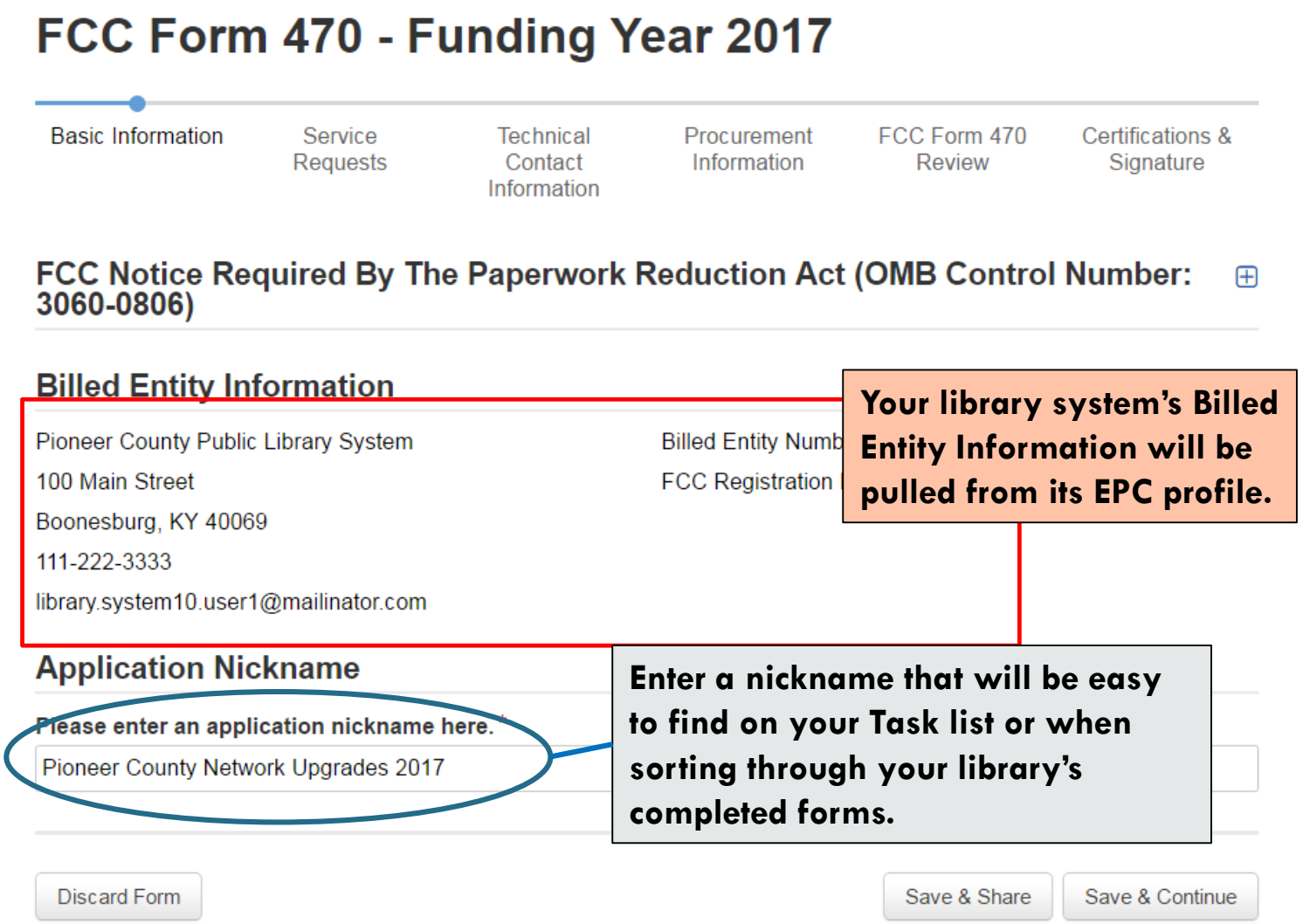
START OR CONTINUE A FORM 470



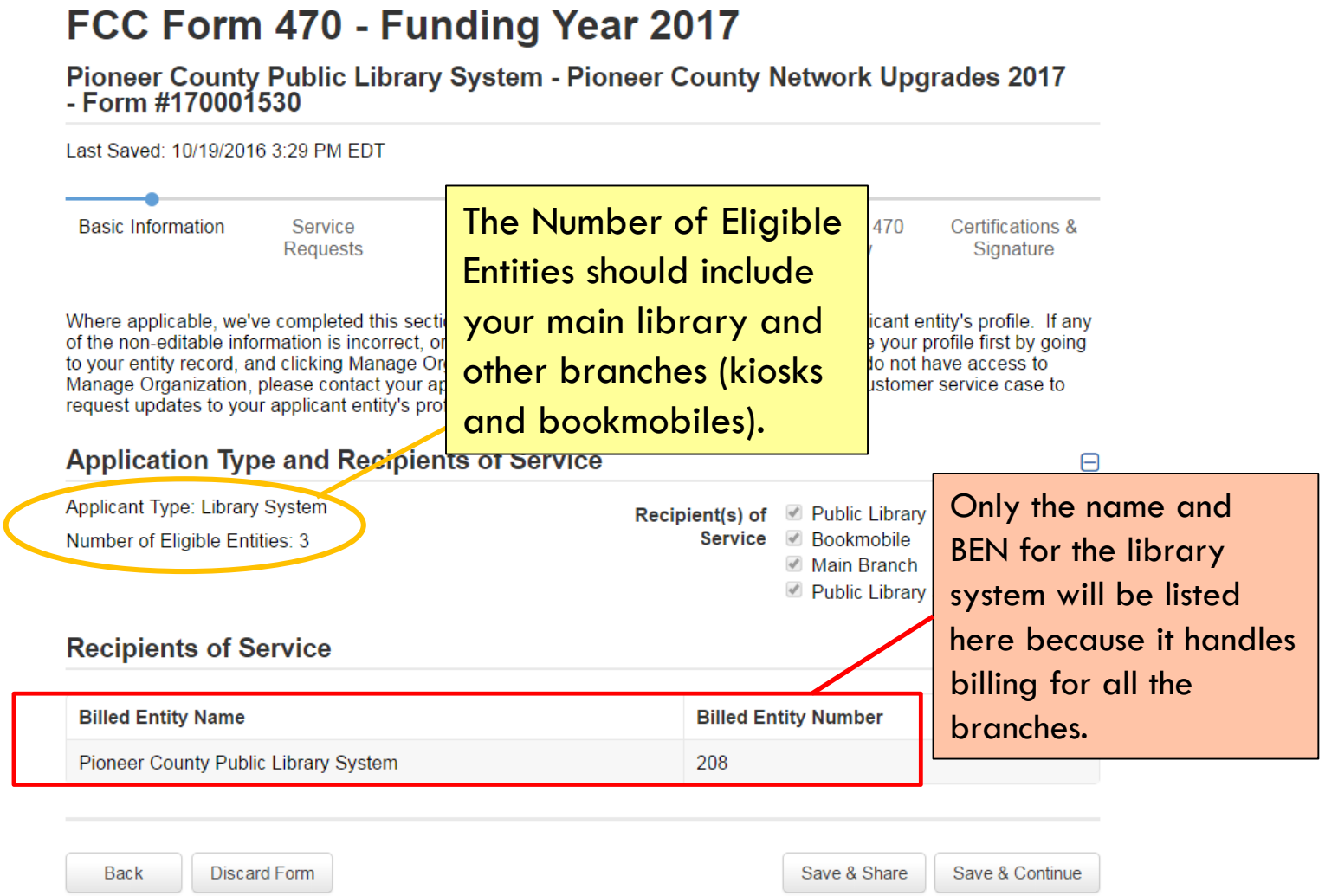
FORM 470 – NOTES ON NAVIGATION



FORM 470 – BASIC INFORMATION (1/3)



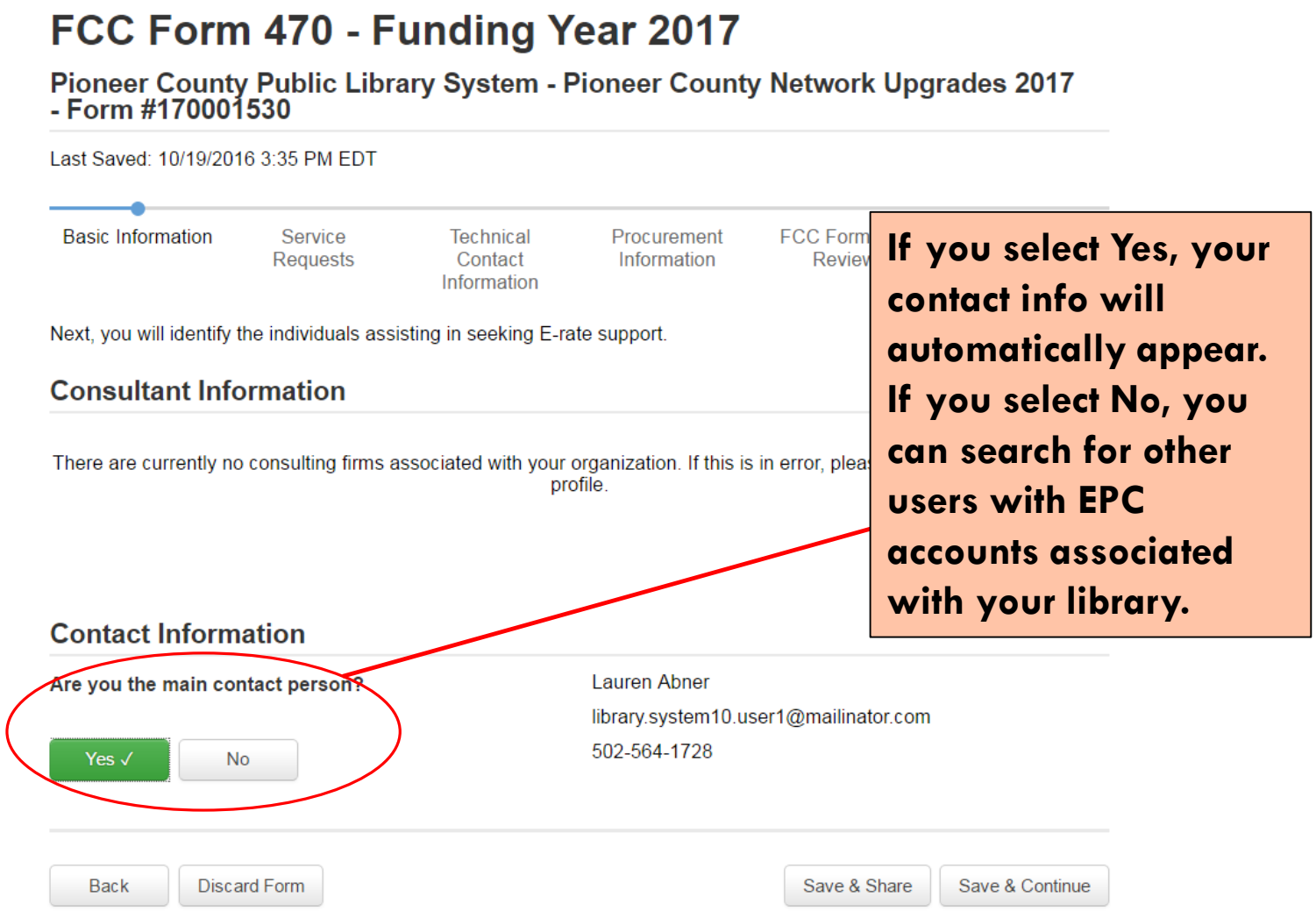
FORM 470 – BASIC INFORMATION (2/3)



The Number of Eligible Entities should include your main library and other branches (kiosks and bookmobiles).

Only the name and BEN for the library system will be listed here because it handles billing for all the branches.

FORM 470 – BASIC INFORMATION (3/3)



If you select Yes, your contact info will automatically appear. If you select No, you can search for other users with EPC accounts associated with your library.

FORM 470 – RFP DOCUMENTS

CATEGORY(S) OF SERVICE

FCC Form 470 - Funding Year 2017

Pioneer County Public Library System - Pioneer County Network Upgrades 2017 - Form #170001530

Last Saved: 10/19/2016 3:37 PM EDT

Basic Information | Service Requests | Technical Contact Information | Procurement Information | FCC Fo Rev

Next, you will identify the category(s) of service requested.

Category(s) of Service

What are the category(s) of service that you are requesting?

Category 1

- Internet Access and/or Telecommunications

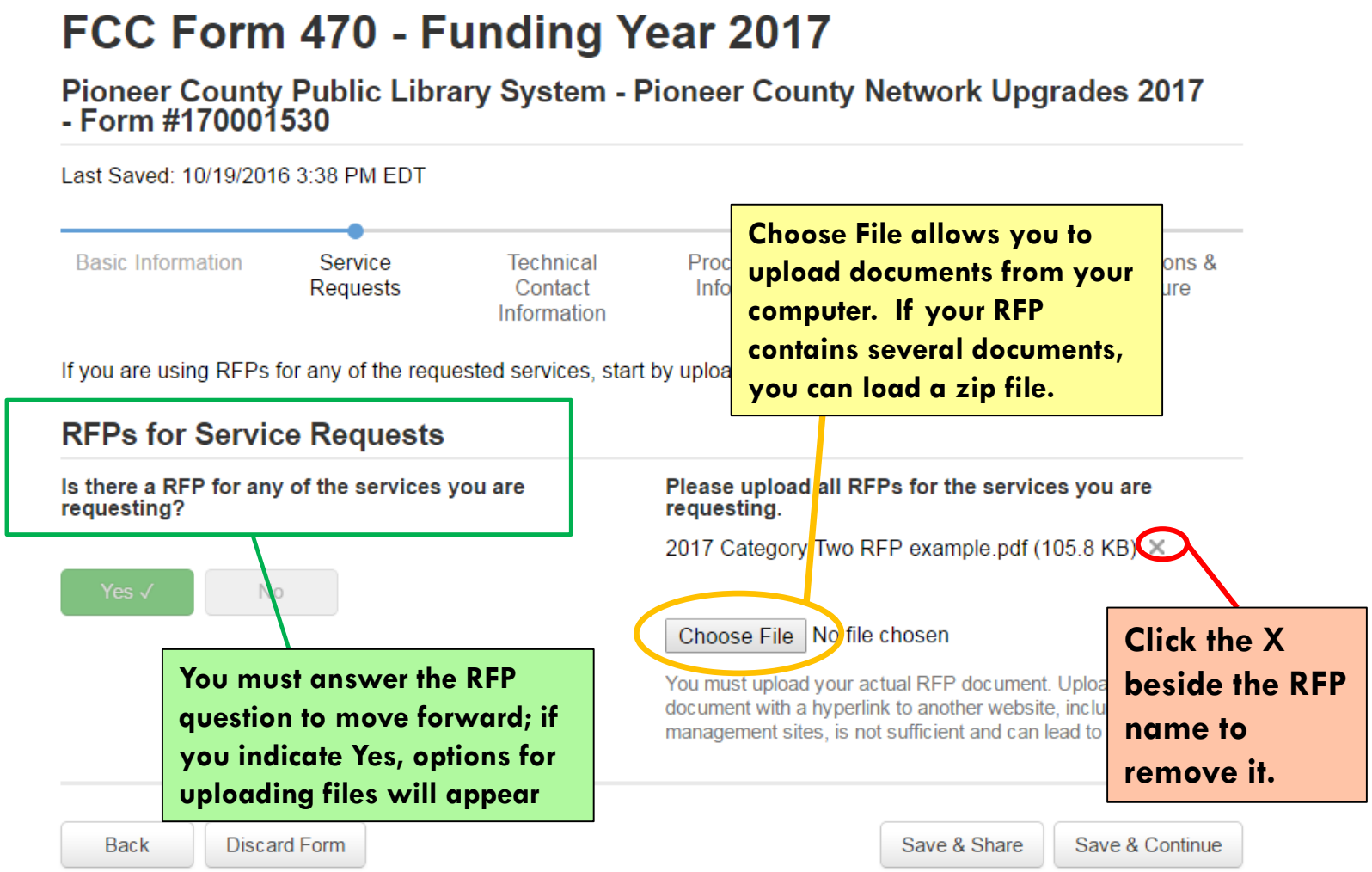
Category 2 ✓

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

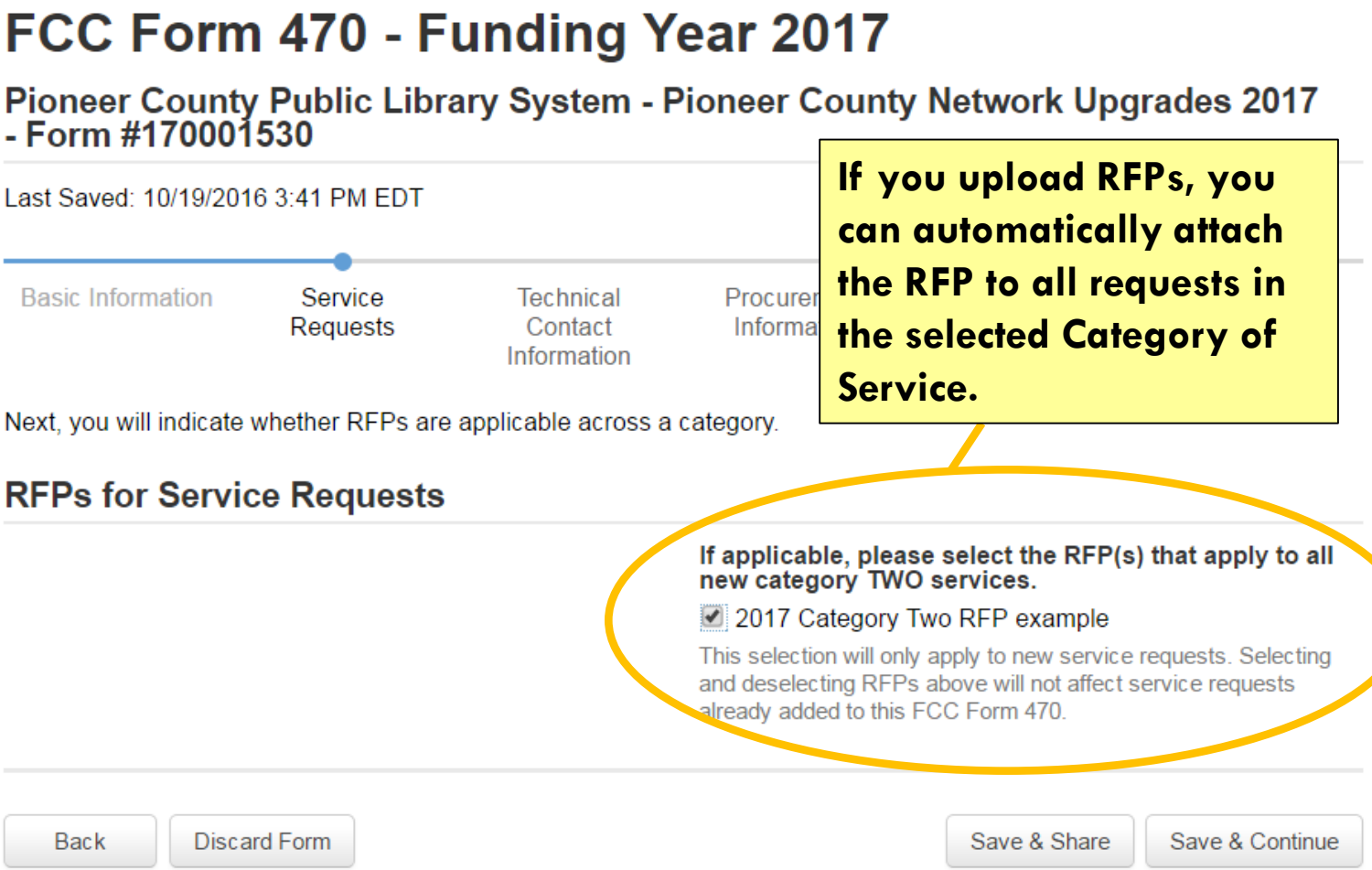
Back | Discard Form | Save & Share | Save & Continue

Select which Categories of Service you want to request on this form. You can file separate forms for each or file for both Categories on the same form—your choice.

UPLOADING RFPs (1/2)



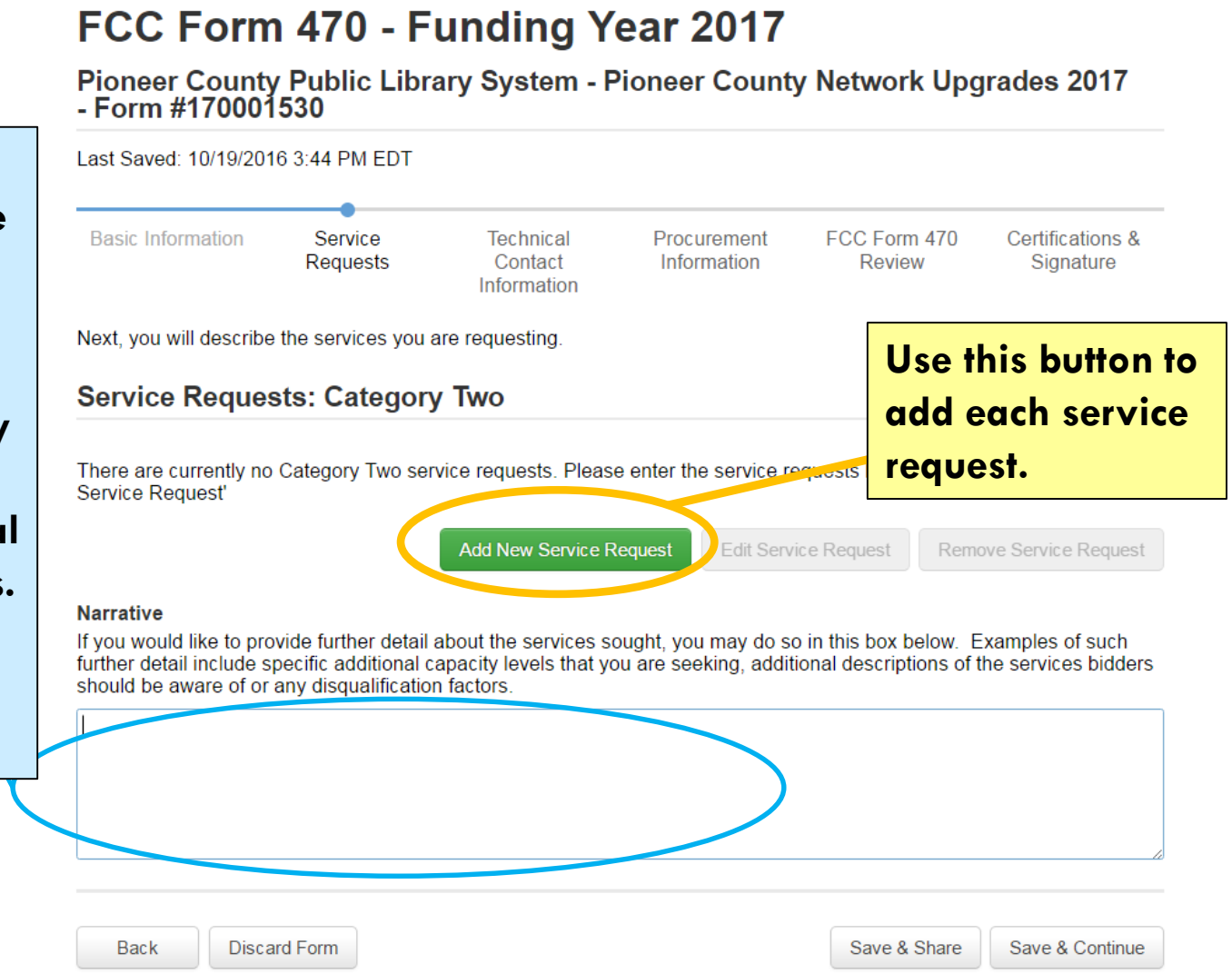
UPLOADING RFPs (2/2)



FORM 470 – EXAMPLES OF SERVICE REQUESTS

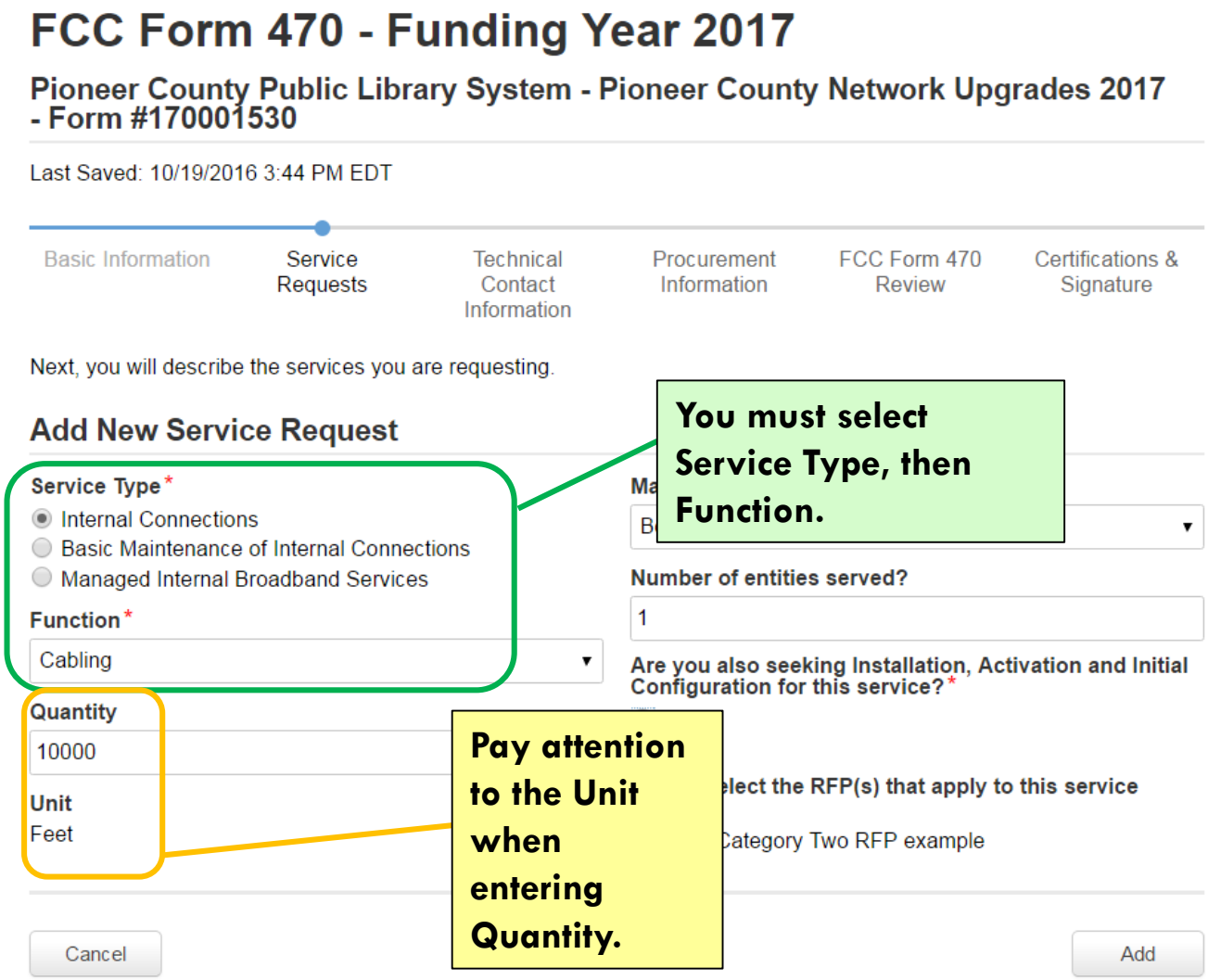
ADDING SERVICE REQUESTS

If you aren't using an RFP, the Narrative field for each Category allows you to more fully describe your needs to potential service providers. (See later slides for tips on narratives).

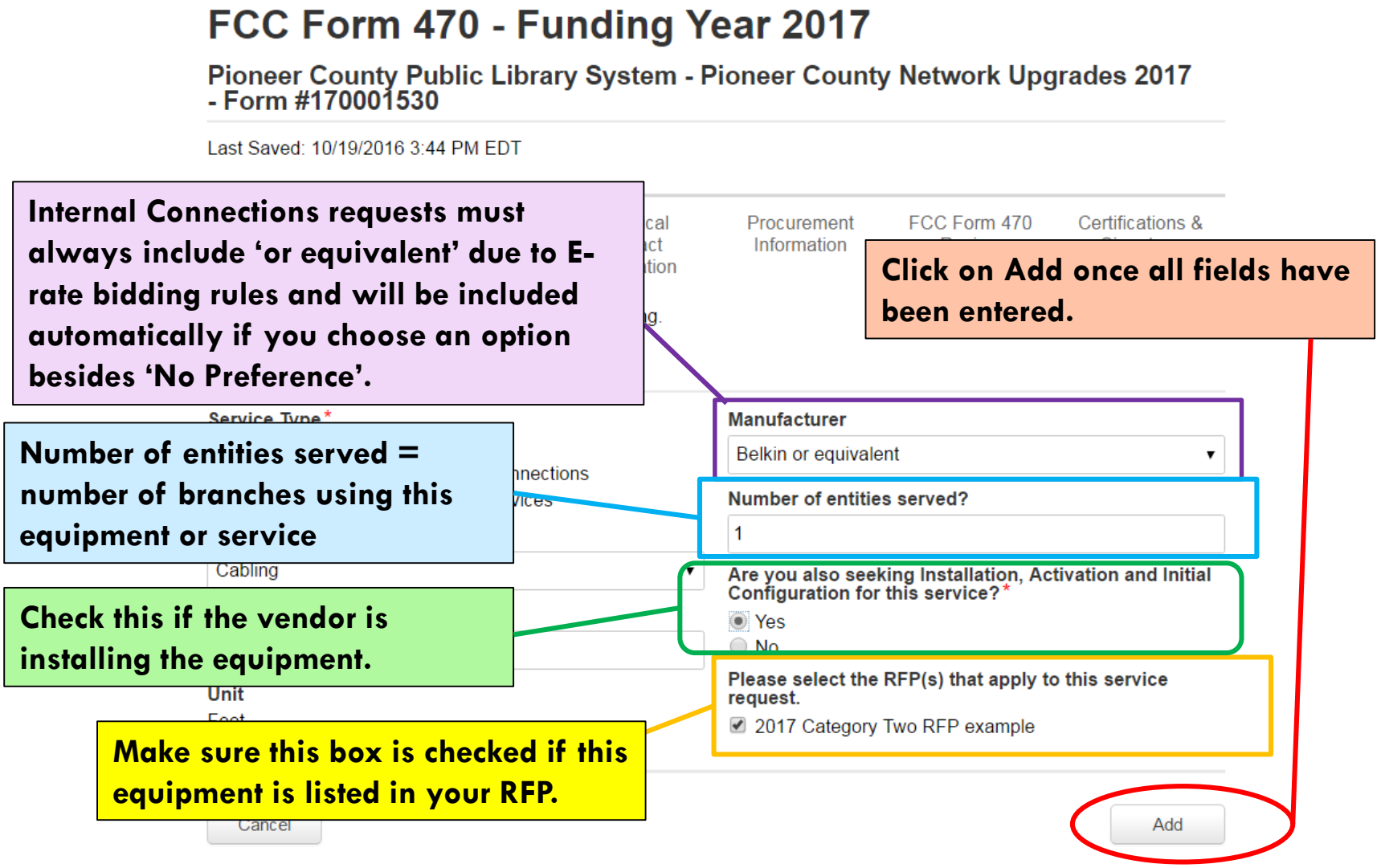


Use this button to add each service request.

INTERNAL CONNECTIONS SERVICE REQUEST (1/2)

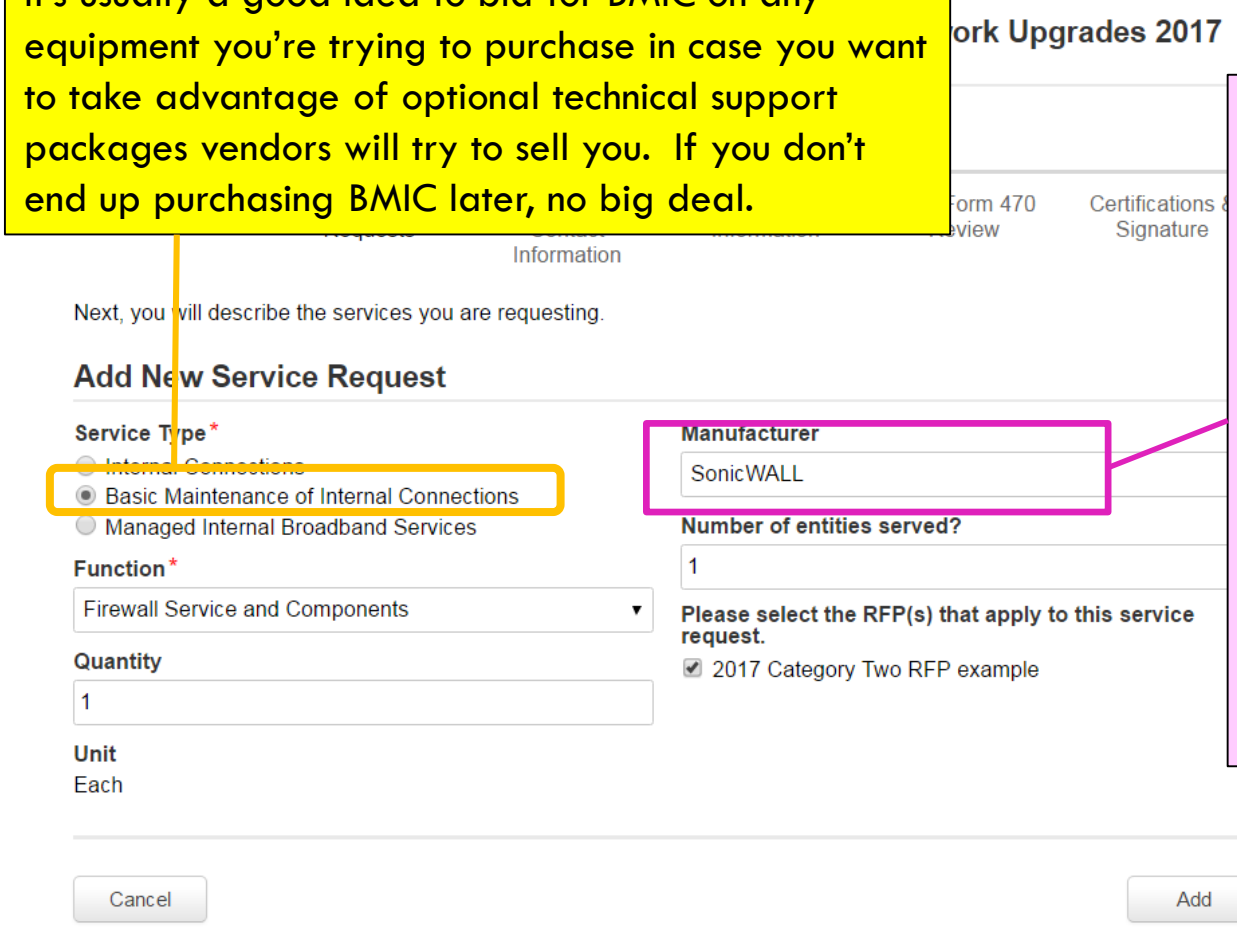


INTERNAL CONNECTIONS SERVICE REQUEST (2/2)



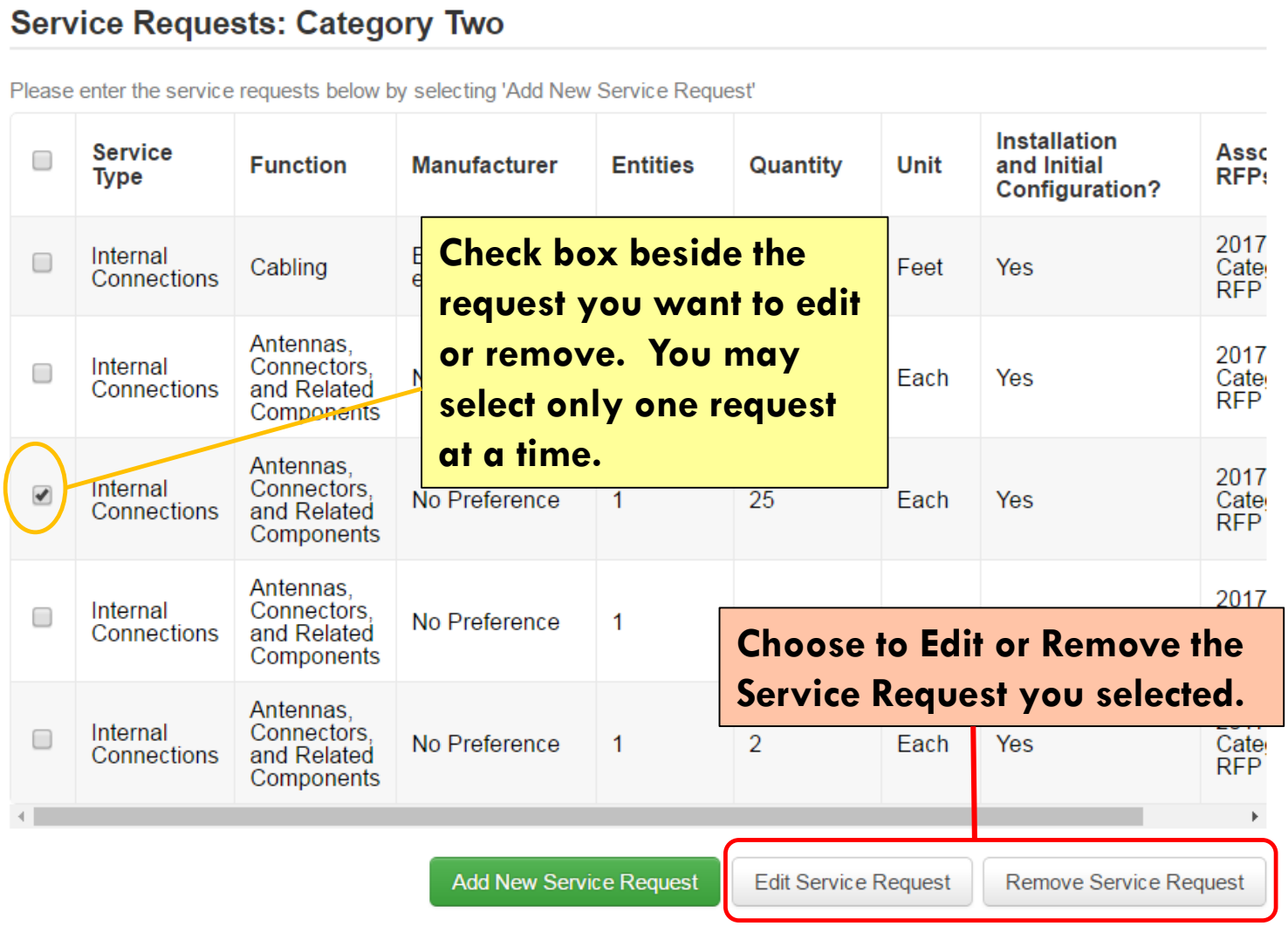
BASIC MAINTENANCE OF INTERNAL CONNECTIONS (BMIC)

It's usually a good idea to bid for BMIC on any equipment you're trying to purchase in case you want to take advantage of optional technical support packages vendors will try to sell you. If you don't end up purchasing BMIC later, no big deal.



Specific manufacturers are listed on BMIC because you're seeking service on Category Two equipment you already own or intend to purchase. You can provide more specifics about what you own or what you need in the Narrative field or RFP document.

EDITING/REMOVING A SERVICE REQUEST



NARRATIVE FIELD

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

Please review the RFP document included with each service request for full details on Pioneer County Public Library's needs.

Back

Save & Continue

Since the service requests included an RFP document, this example narrative simply directs vendors to review the RFP. If you don't have an RFP, you'll need a more extensive narrative. See next section for tips on completing the narrative field to describe your service requests.

FORM 470 – CRAFTING A C2 NARRATIVE

NARRATIVE – ADVANTAGES

- The narrative field is your opportunity to explain your library's current situation and future needs. You can receive more accurate bids and anticipate questions potential vendors may have.
- A detailed narrative field also helps KDLA's Technology Consultant when reviewing draft PDF versions of your form. If your narrative description doesn't match the service requests listed, she can help you fix those issues.

WHAT TO INCLUDE IN C2 NARRATIVE (1/2)

- NOT an exhaustive list:
  - **Describing your library system** – A potential service provider may not take the time to research every name/location of buildings in your library system because EPC doesn't make that easy. Putting the names & addresses of branches in the narrative (or giving a link to your website) makes it easier for them to look up whether those branches are in their service area.
  - **Dates** – When do you need the equipment? Are you trying for early Category Two installation (April 1, 2017 to June 30, 2017)?
  - **Internet speeds** – Are you upping your bandwidth and need equipment that is compatible with faster speeds?

WHAT TO INCLUDE IN NARRATIVE (2/2)

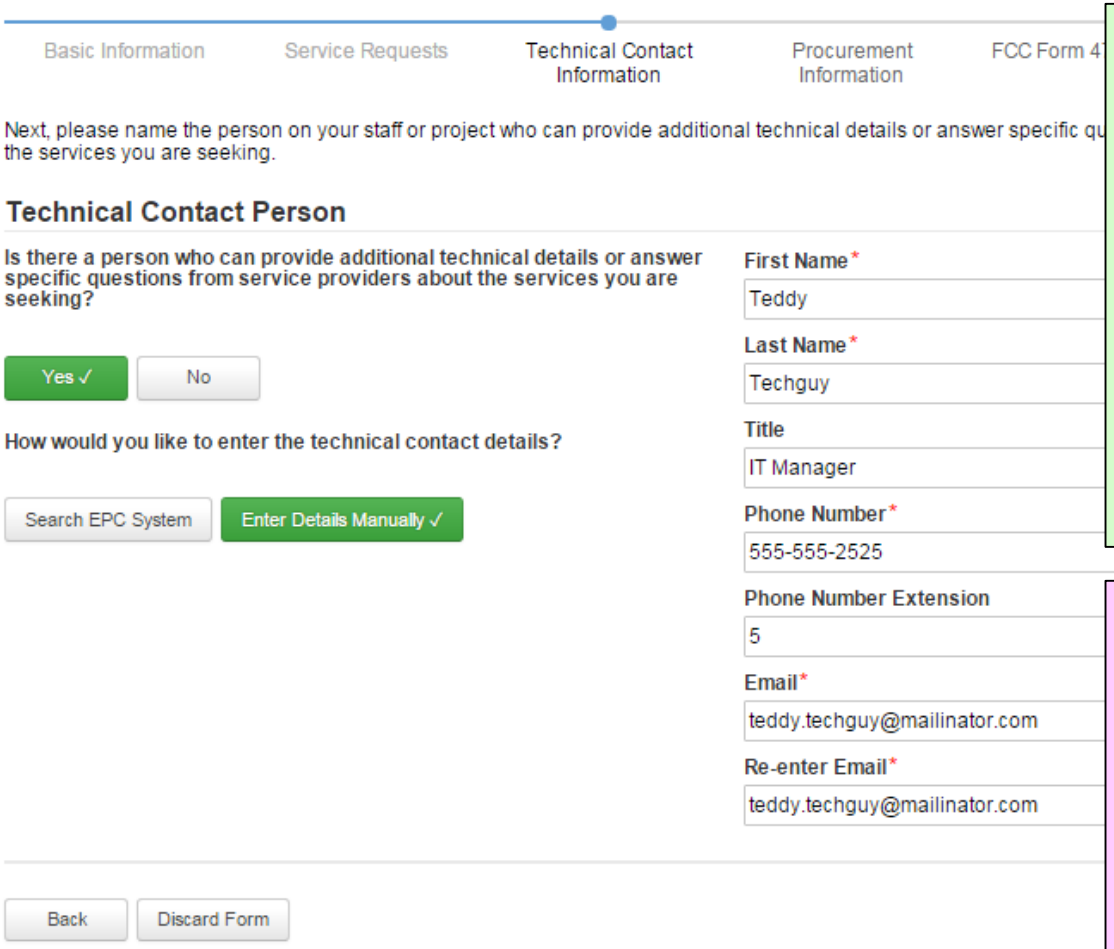
- NOT an exhaustive list (continued):
  - **Bidding** – Do you have any specifics about how you want bids to be submitted or formatted? You can also emphasize that cost proposals should reflect the Lowest Corresponding Price (LCP) or any pricing available to governmental units.
  - **Compatible equipment** – If you're requesting Category Two products/services, do they need to be compatible with items your library already owns? What other specs are important?
  - **Disqualification factors** – Does the service provider have a Service Provider Identification Number (SPIN)?
    - Disqualification factors must be clearly listed in the Form 470 or RFP and must be binary (Yes or No answers)
    - See the 12/15/15 SL News Brief for more on disqualification factors

EXAMPLE C2 NARRATIVE

- Narrative for Category Two – Internal Connections & Basic Maintenance of Internal Connections
  - The Pioneer County Public Library system has 1 eligible entity for Category Two requests, its Main Branch located at 100 Main Street, Boonesburg, KY 40069. The Main Branch needs: +/- 500 feet of Cat6 cabling; +/- 20 three-foot patch cables; and +/- 1 (one) 48-port PoE switch. Basic Maintenance of eligible broadband internal connections components may include repair and upkeep of eligible hardware, configuration changes, basic technical support including online and telephone based technical support, and software upgrades and patches including bug fixes and security patches. All cost proposals must reflect any available to governmental unit discounts. Each line item on the proposal should clearly list quantity, manufacturer, part number, description, unit price, and extended price. Disqualification factors: proposals MUST include SPIN and MUST separate eligible and ineligible services by line item for all services to which service provider responds. Additional points on bid evaluation will be given to vendors that offer Service Provider Invoicing (SPI/Form 473).

FORM 470 – TECH CONTACT & STATE/LOCAL PROCUREMENT

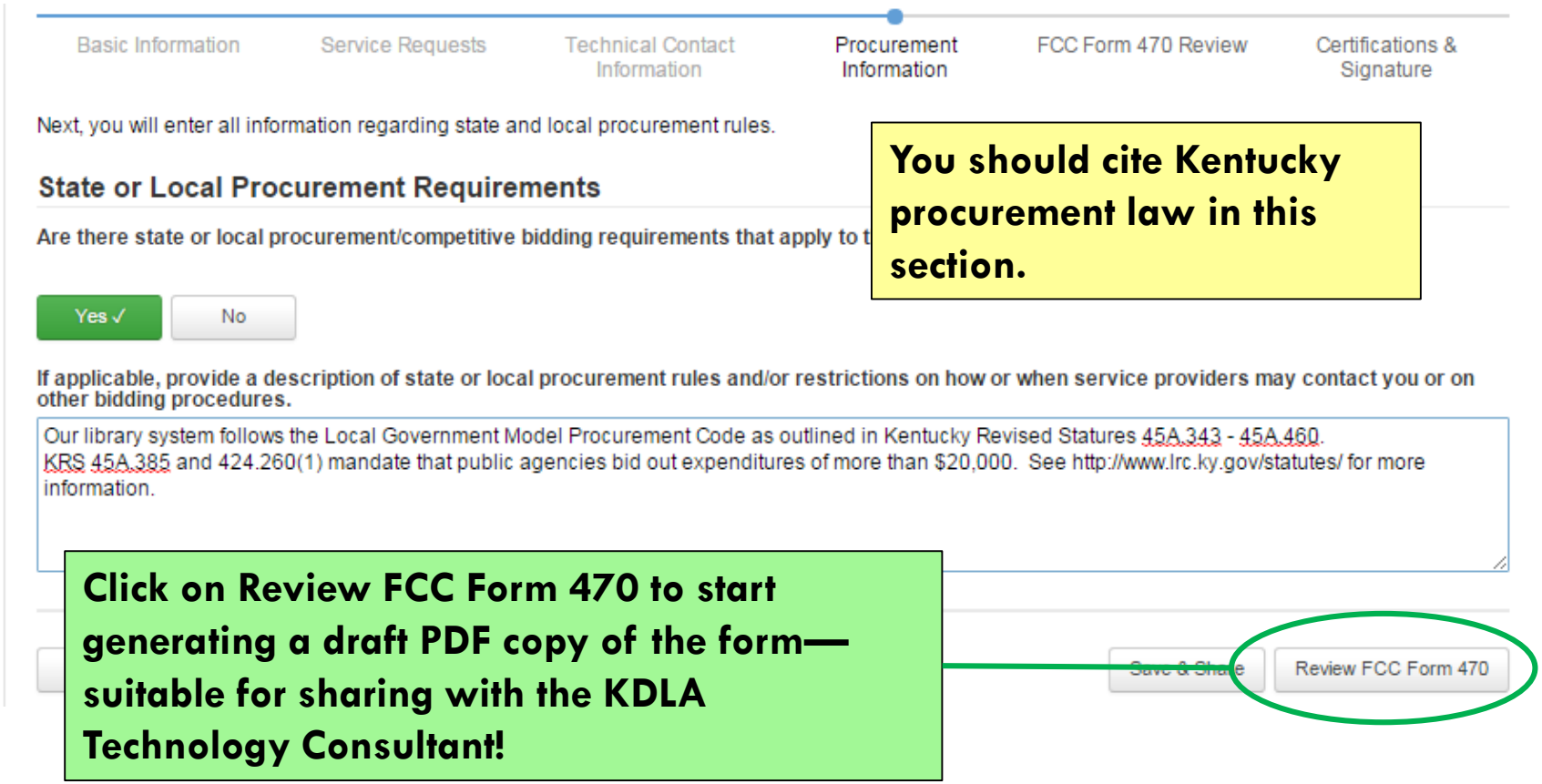
TECHNICAL CONTACT PERSON



If needed, add a Technical Contact who can best answer specific questions about your network and/or your needs. It can be a user in EPC or someone you enter manually.

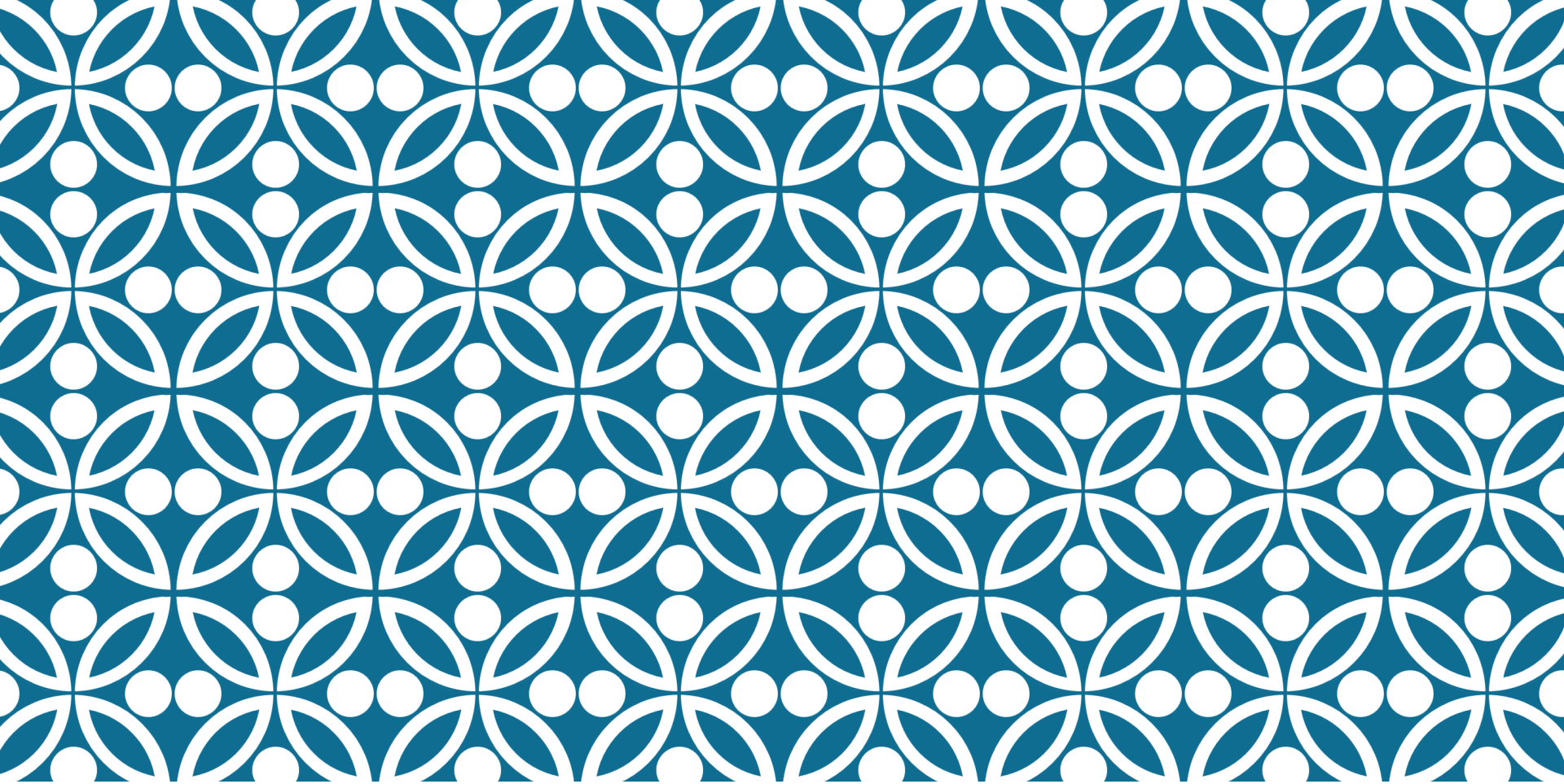
WARNING: Absolutely do not list someone as a Technical Contact if that person is potentially a vendor that will respond to the Form 470!!!

STATE OR LOCAL PROCUREMENT REQUIREMENTS



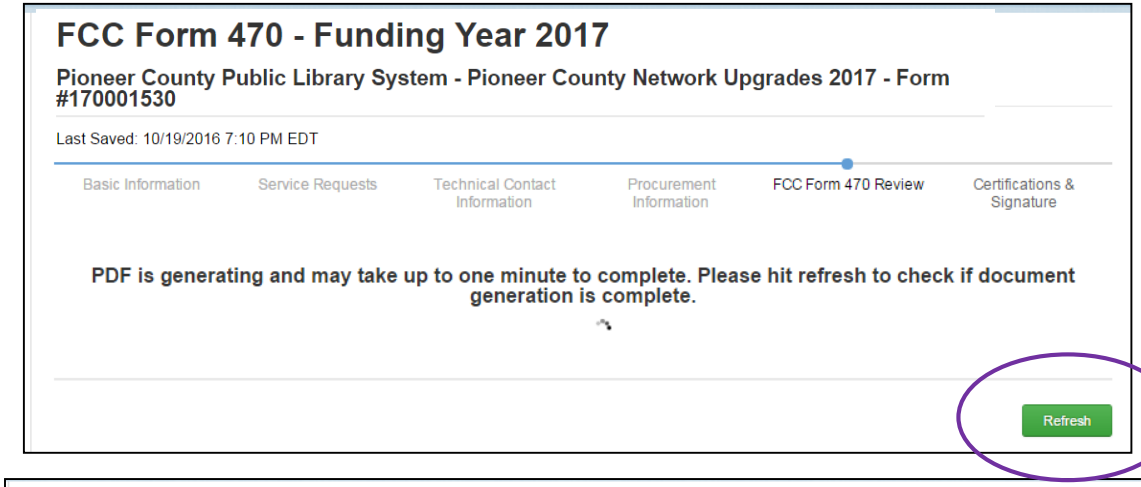
You should cite Kentucky procurement law in this section.

Click on Review FCC Form 470 to start generating a draft PDF copy of the form—suitable for sharing with the KDLA Technology Consultant!

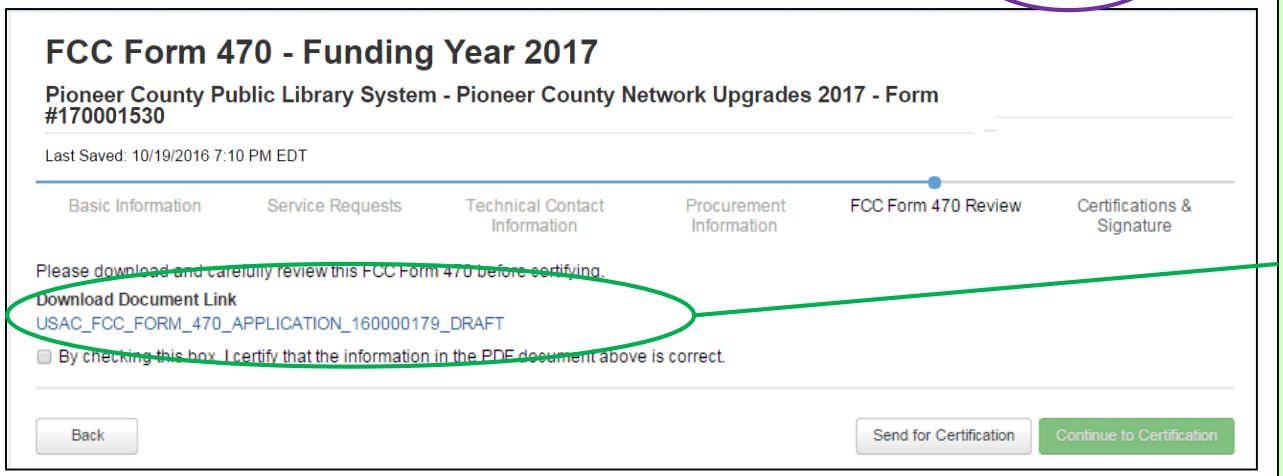


REVIEW AND CERTIFICATION

REVIEW YOUR FORM 470

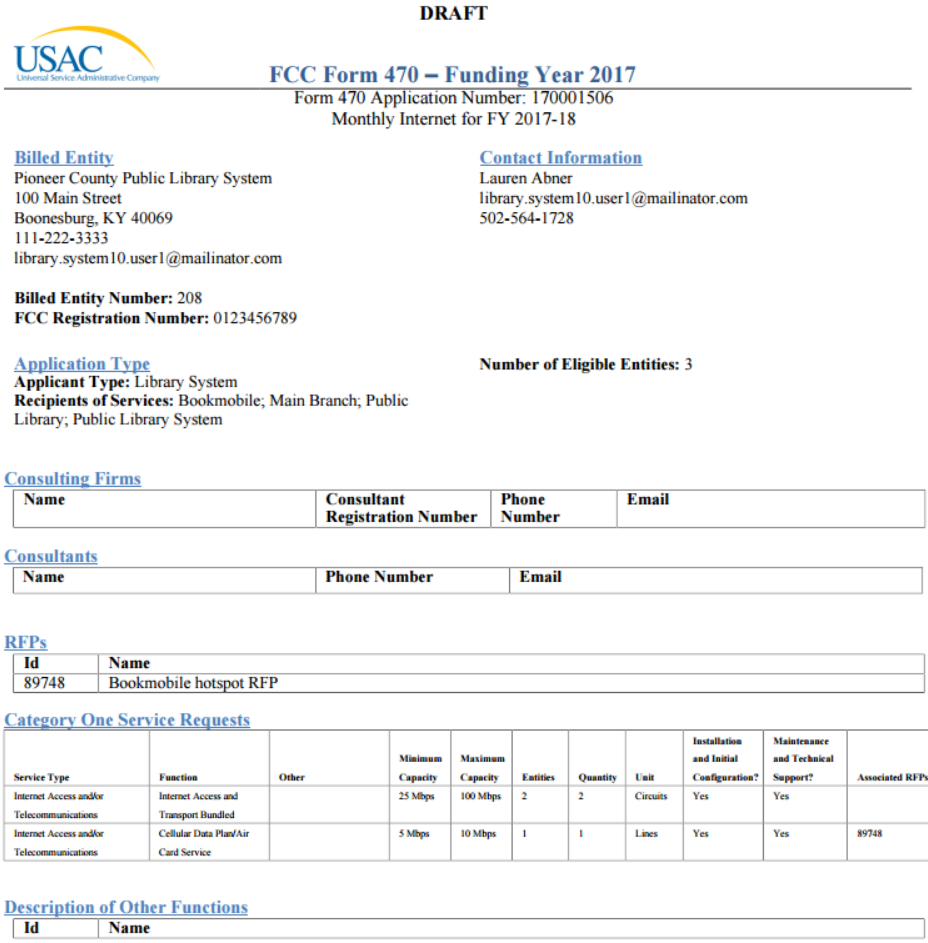


Wait about 1 minute before hitting the Refresh button to access the PDF of your in-process form.



Click the blue link to download a draft. You can send it to other staff members or the KDLA technology consultant to look over before certification.

DOWNLOAD A DRAFT OF YOUR FORM 470



DRAFT

USAC
Universal Service Administrative Company

FCC Form 470 – Funding Year 2017
Form 470 Application Number: 170001506
Monthly Internet for FY 2017-18

Billed Entity
Pioneer County Public Library System
100 Main Street
Boonesburg, KY 40069
111-222-3333
library.system10.user1@mailinator.com

Billed Entity Number: 208
FCC Registration Number: 0123456789

Contact Information
Lauren Abner
library.system10.user1@mailinator.com
502-564-1728

Application Type
Applicant Type: Library System
Recipients of Services: Bookmobile; Main Branch; Public Library; Public Library System

Number of Eligible Entities: 3

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email

Consultants

Name	Phone Number	Email

RFPs

Id	Name
89748	Bookmobile hotspot RFP

Category One Service Requests

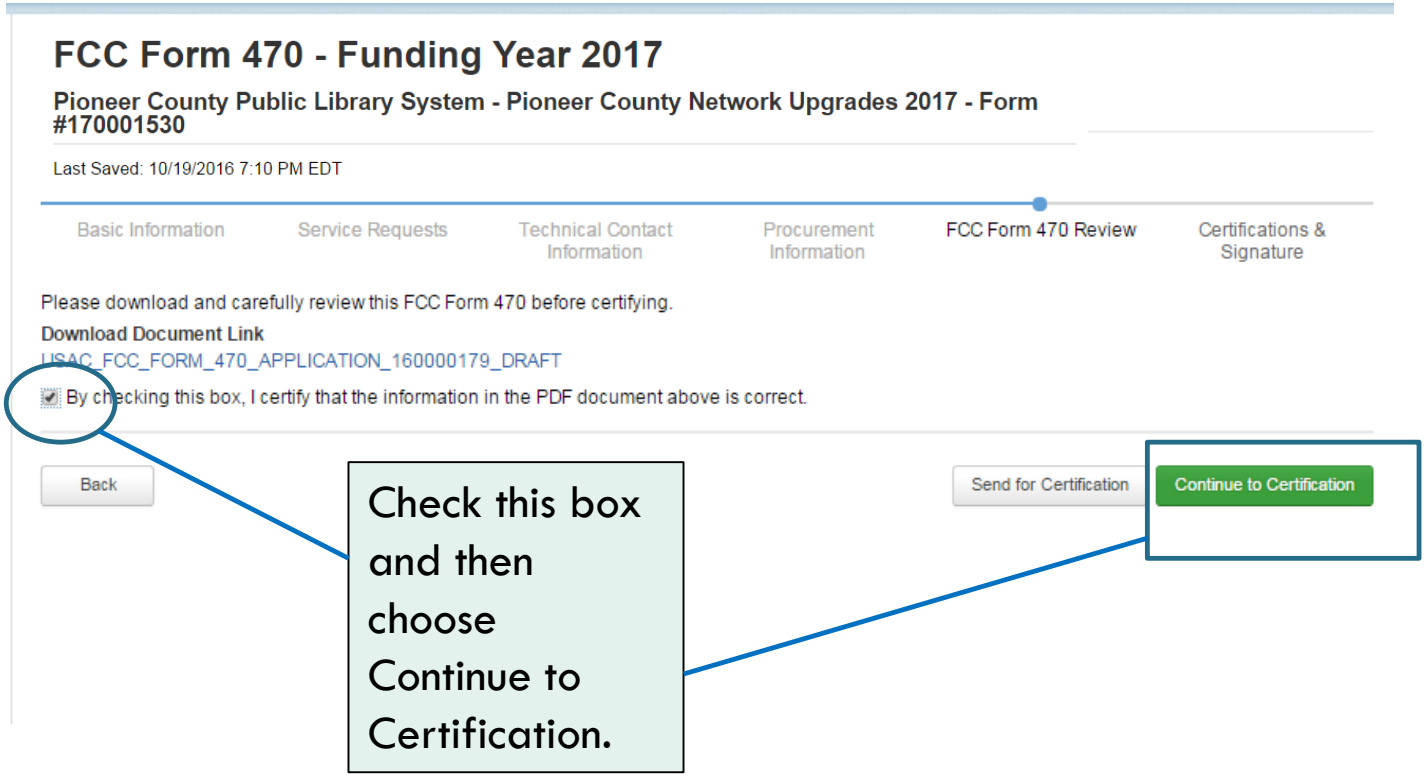
Service Type	Function	Other	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Maintenance and Technical Support?	Associated RFPs
Internet Access and/or Telecommunications	Internet Access and Transport Bundled		25 Mbps	100 Mbps	2	2	Circuits	Yes	Yes	
Internet Access and/or Telecommunications	Cellular Data Plan/Air Card Service		5 Mbps	10 Mbps	1	1	Lines	Yes	Yes	89748

Description of Other Functions

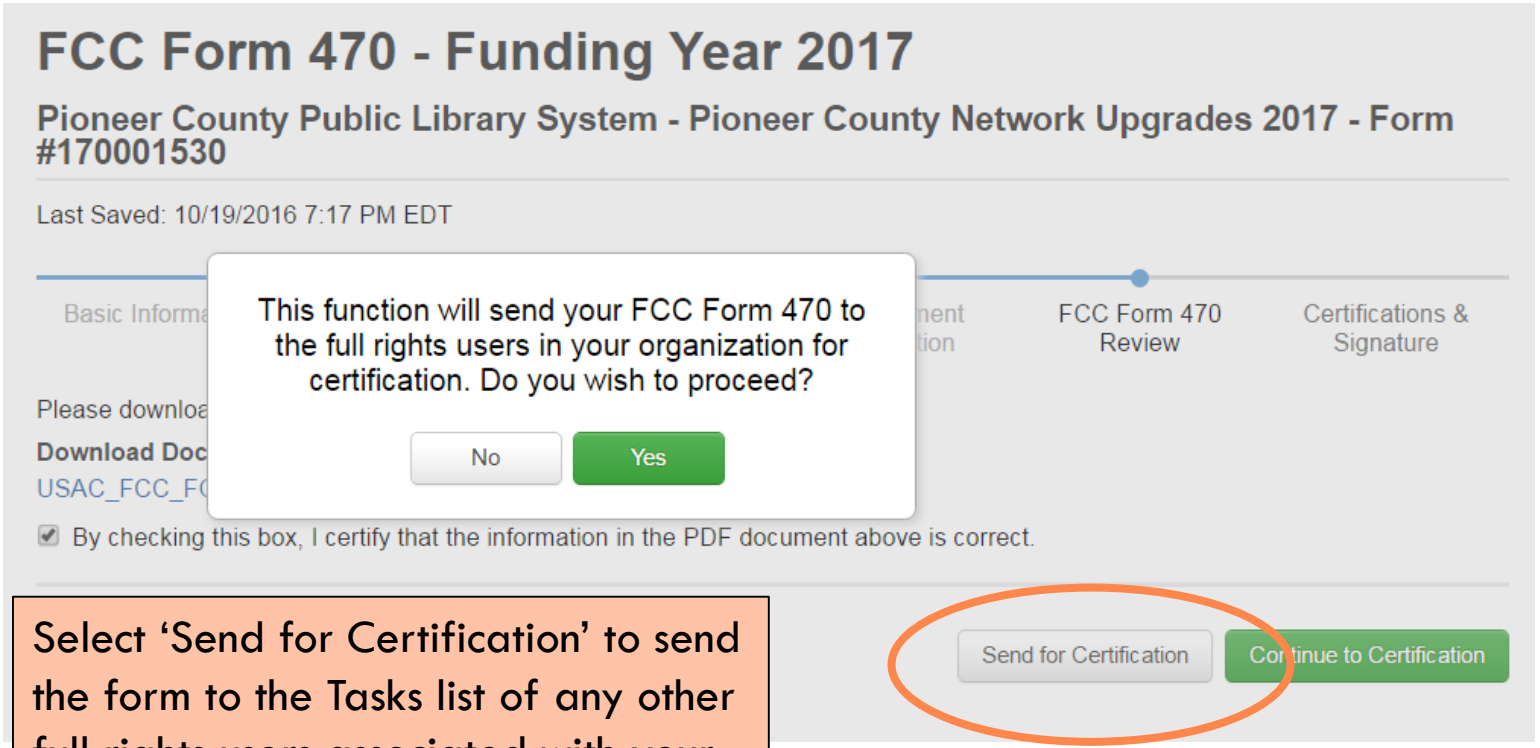
Id	Name

Best practice: Look at your draft Form 470 again a day or two before certifying it—you can correct a draft 470, but if mistakes are included in a certified 470, you'll have to release another one and start the bidding process over.

IF YOU'RE THE CERTIFYING AUTHORITY



SEND FORM 470 TO ANOTHER CERTIFIER



Select 'Send for Certification' to send the form to the Tasks list of any other full rights users associated with your library for certification.

CERTIFY THE FORM 470

Certify FCC Form 470

Pioneer County Public Library System - Pioneer County Network Upgrades 2017 - Form #170001530

Last Saved: 10/19/2016 7:17 PM EDT

Basic Information | Service Requests | Technical Contact Information | ...cations & ...nature

You must agree to all of the certifications to post the Form 470.

Please complete the certifications below.

Applicant Certifications

☑ I certify that the applicant includes libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any schools (including, but not limited to elementary and secondary schools, colleges, and universities).

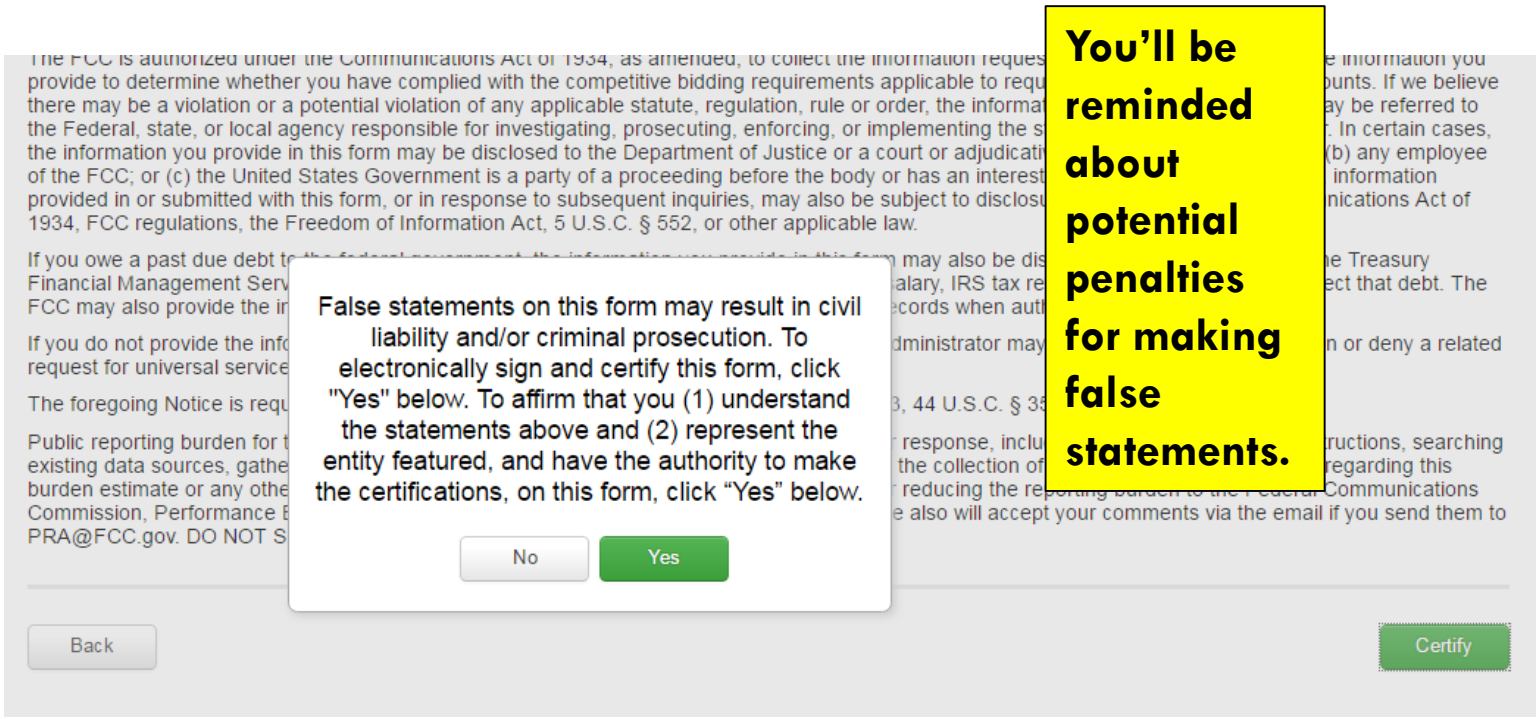
Other Certifications

☑ I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.

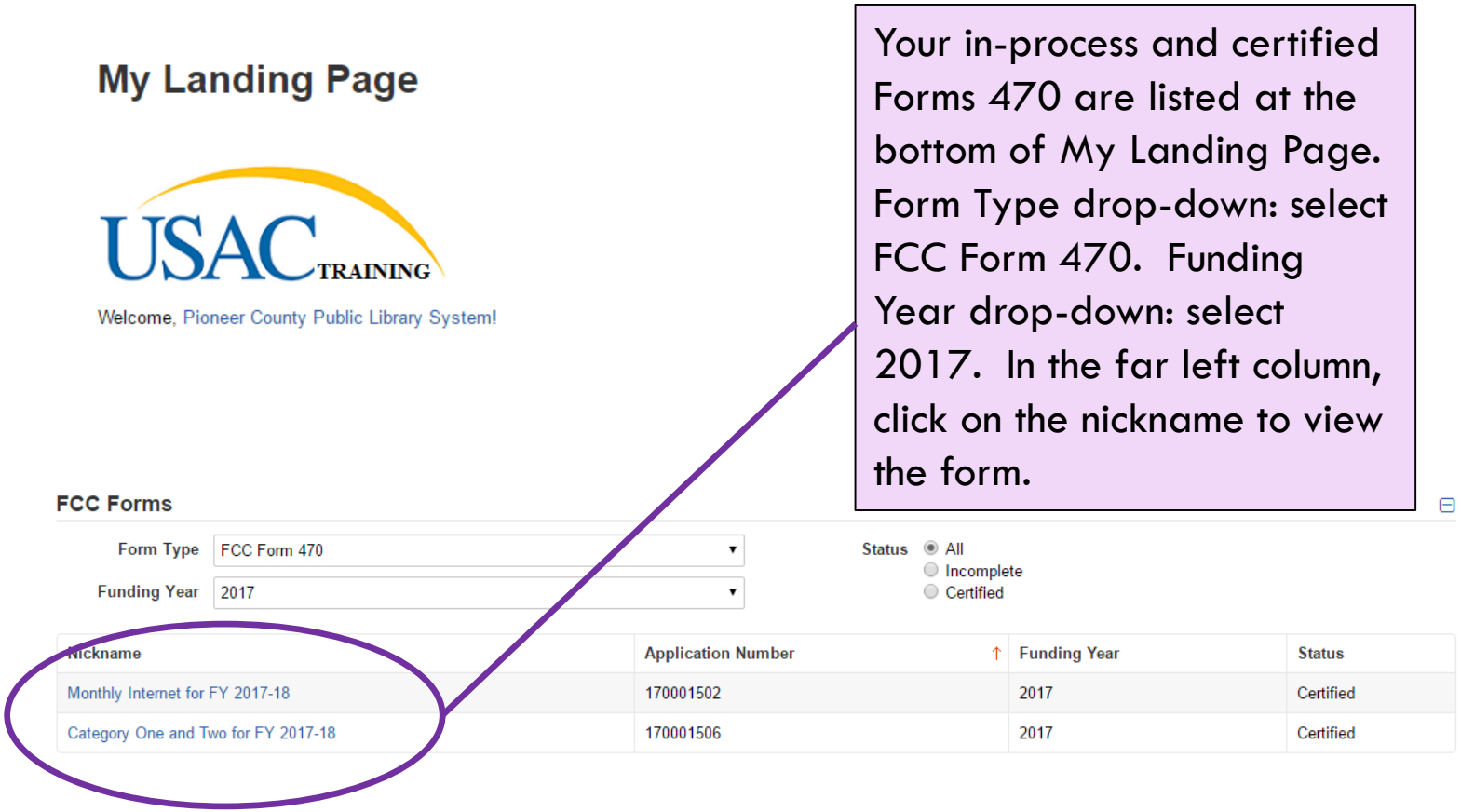
☑ I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

☑ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their

CERTIFICATION - WARNING



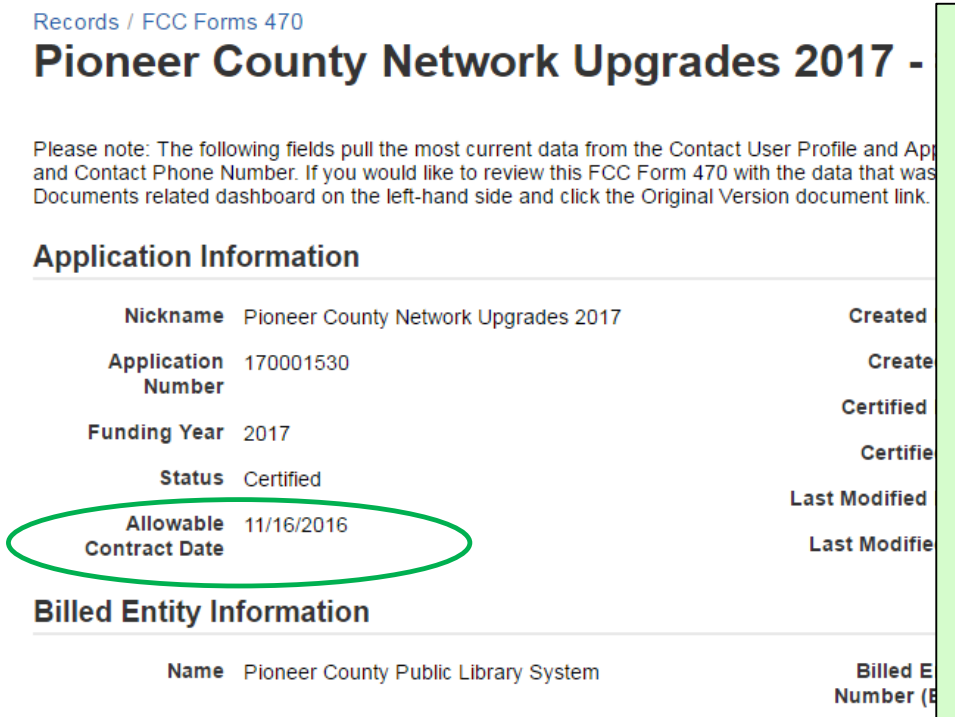
VIEW YOUR CERTIFIED FORM 470



Your in-process and certified Forms 470 are listed at the bottom of My Landing Page. Form Type drop-down: select FCC Form 470. Funding Year drop-down: select 2017. In the far left column, click on the nickname to view the form.

AFTER THE FORM 470 IS FILED

ALLOWABLE CONTRACT DATE



Records / FCC Forms 470

Pioneer County Network Upgrades 2017 -

Please note: The following fields pull the most current data from the Contact User Profile and App
and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was
Documents related dashboard on the left-hand side and click the Original Version document link.

Application Information

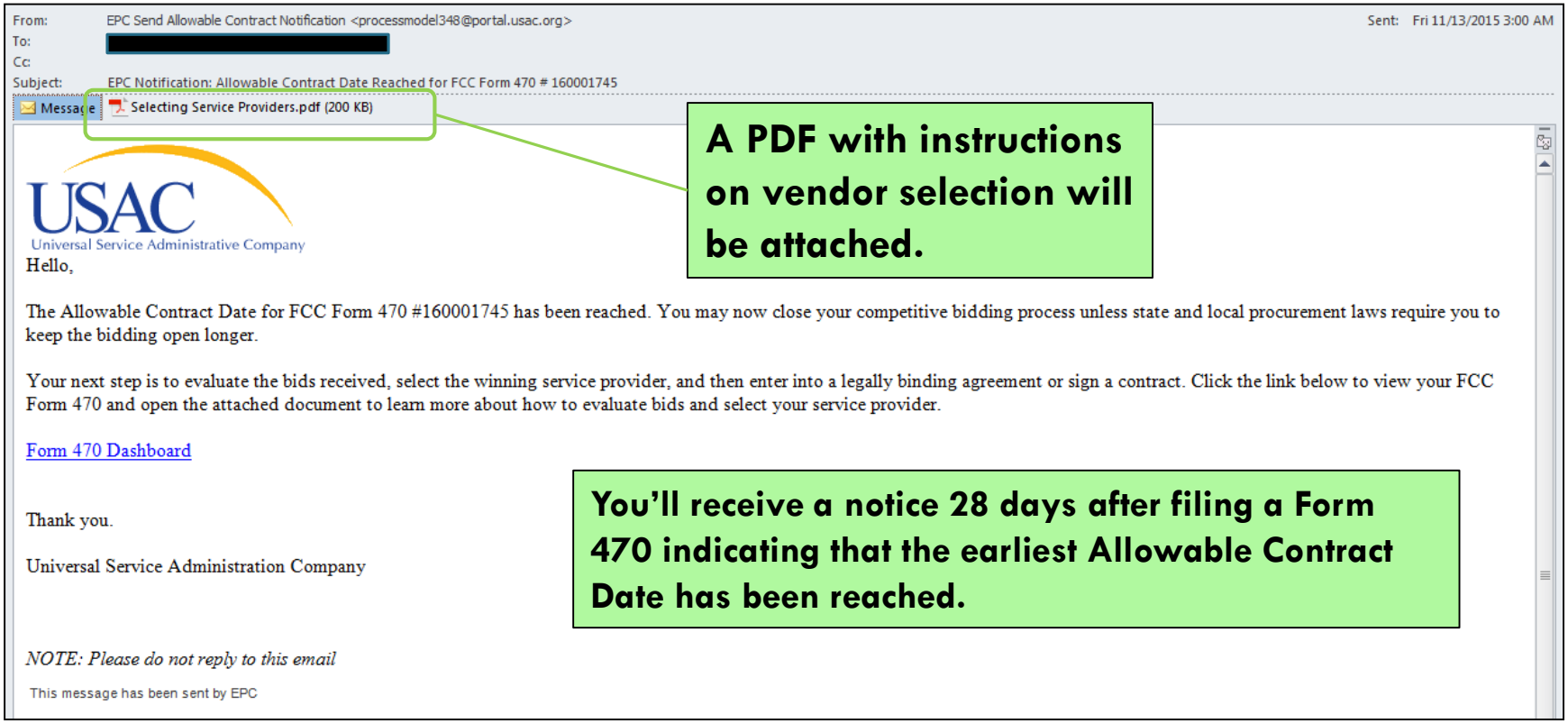
Nickname	Pioneer County Network Upgrades 2017	**Created**	
Application Number	170001530	**Create**	
Funding Year	2017	**Certified**	
Status	Certified	**Certifie**	
Allowable Contract Date	11/16/2016	**Last Modified**	
		Last Modifie	

Billed Entity Information

Name	Pioneer County Public Library System	**Billed E Number (E**	

Your certified form will include an Allowable Contract Date (ACD), which is 28 calendar days after the form was certified. Keep in mind that your actual ACD may be different depending on what you specified in RFPs or whether your RFPs were posted in other places on later dates—that would restart the 28-day competitive bidding clock.

USAC EMAIL FOR ALLOWABLE CONTRACT DATE



From: EPC Send Allowable Contract Notification <processmodel348@portal.usac.org>
Sent: Fri 11/13/2015 3:00 AM
To: [redacted]
Cc:
Subject: EPC Notification: Allowable Contract Date Reached for FCC Form 470 # 160001745
Message | Selecting Service Providers.pdf (200 KB)

USAC
Universal Service Administrative Company

Hello,

The Allowable Contract Date for FCC Form 470 #160001745 has been reached. You may now close your competitive bidding process unless state and local procurement laws require you to keep the bidding open longer.

Your next step is to evaluate the bids received, select the winning service provider, and then enter into a legally binding agreement or sign a contract. Click the link below to view your FCC Form 470 and open the attached document to learn more about how to evaluate bids and select your service provider.

Form 470 Dashboard

Thank you.

Universal Service Administration Company

NOTE: Please do not reply to this email

This message has been sent by EPC

A PDF with instructions on vendor selection will be attached.

You'll receive a notice 28 days after filing a Form 470 indicating that the earliest Allowable Contract Date has been reached.

SAMPLE BID MATRIX - USAC

Sample Bid Evaluation Matrix

Hover over each paragraph on the right to see the area of the bid evaluation matrix with which it corresponds.

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	30*	15	30	25
Prior experience with the vendor	20	20	0	20
Prices for ineligible services, products, and fees	25	20	15	25
Flexible invoicing: FCC Form 472 or FCC Form 474	15	0	15	15
Local or in-state vendor	10	10	8	7
TOTAL	**100**	**65**	**68**	**92**

*This number must be higher than all other numbers in the same column.

List of Disqualified Bidders:

Vendor 1

Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 1 did not attend this conference and did not provide a reason for their absence.

Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "Points Available."

Vendors are rated on how well they meet each factor. Point values for all factors are totaled for each vendor.

In this sample, Vendor 3, with a total of 92 points, is the winning bid because that vendor has the highest total points.

If a bidder is disqualified, the reason for disqualification should be noted for that vendor (see the "List of Disqualified Bidders" below the matrix).

You must select the most cost-effective bid, meaning price is the primary factor, though a higher bid may win if it scores well on other factors.

Tips on constructing a bid evaluation: http://www.usac.org/sl/applicants/step02/evaluation.aspx

Find this sample bid evaluation online at http://usac.org/_res/documents/sl/pdf/samples/Bid-Evaluation-Matrix.pdf

SAMPLE BID MATRIX – E-RATE CENTRAL

- E-rate Central, the website for a longtime E-rate consulting firm, has a sample bid evaluation matrix: http://e-ratecentral.com/applicationTips/bidAssessment/CompetitiveBidResponseDocumentation.asp
- KDLA neither recommends nor discourages applicants to use this particular bid matrix, but it does show a good example of how to track incoming bids and organize bid evaluations for several products/services by using multiple tabs on an Excel spreadsheet. Applicants have to modify the spreadsheet to reflect the factors important to their situation.

ONE BID OR NO BIDS RECEIVED

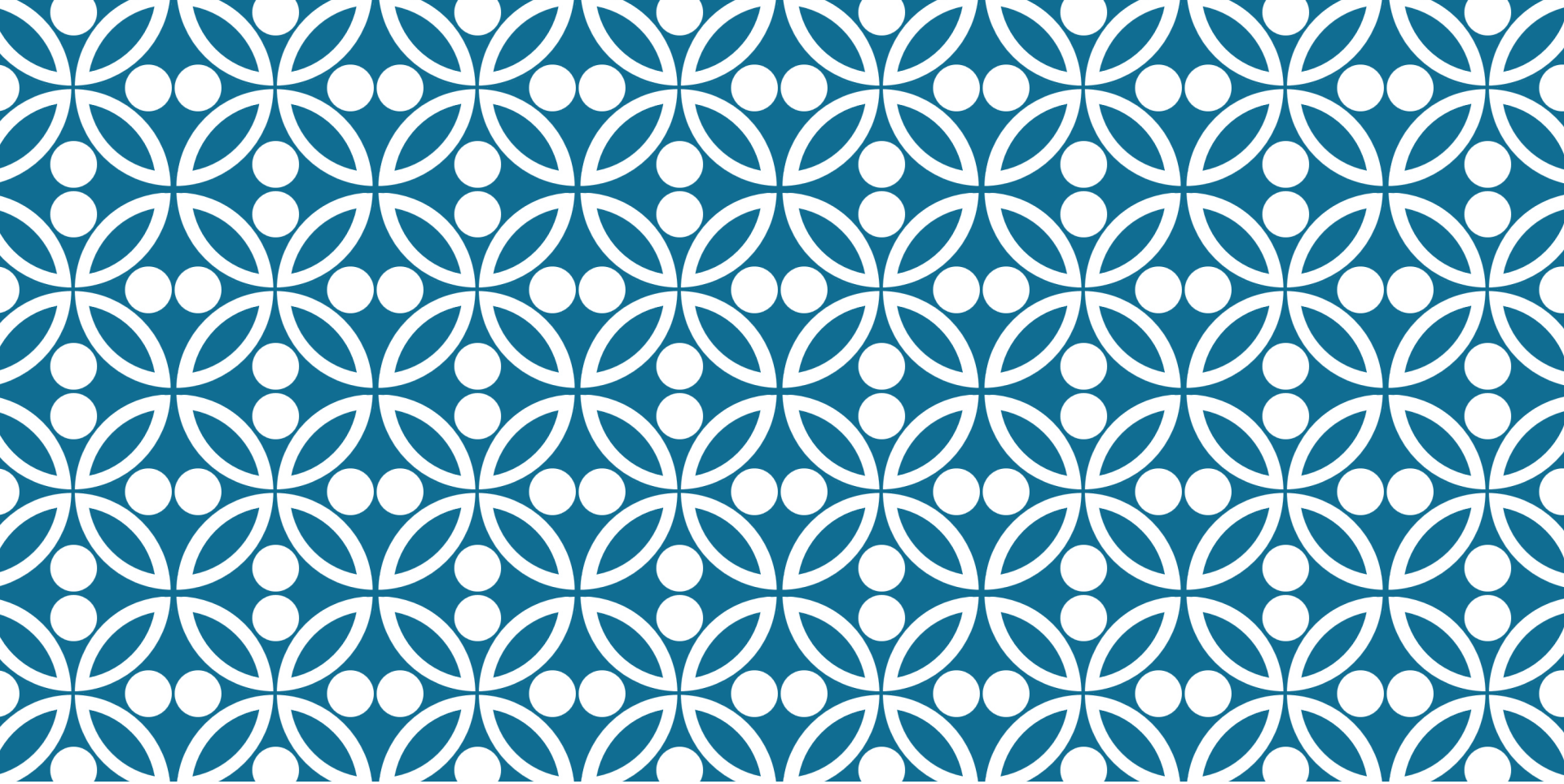
- If you received only one responsive bid or no responsive bids at all in the 28-day competitive bidding window, make sure to memorialize that fact by sending yourself an email stating that fact. Otherwise, it may appear that you kept only the winning bid rather than all bids that came in.
- Applicants receiving 1 bid or no bids for a particular product or service may contact vendors to request quotes after the 28-day competitive bidding window has ended.
- Remember: If you post a new Form 470 for services previously bid on another 470, you will evaluate responses to the new 470 separately—you can't mix the responses to 2 different competitive bidding processes.
- The Schools & Libraries News Brief from 12/11/15 has some details on what to do if you get one bid or no bids. http://usac.org/sl/tools/news-briefs/preview.aspx?id=652

DOCUMENT RETENTION – SAVE IT ALL!

- Save **everything** related to E-rate filing. The document retention period is **10 years from the end of the funding year**.
  - FCC Forms
  - Any correspondence from USAC or the FCC.
  - Copies of bids
  - Contracts or agreements with service providers
  - Copies of bid evaluation form/decision process for choosing winning bid
  - Invoices and proof of delivery, service, etc.

LOOKING AHEAD – THE FORM 471

- The new Form 471 in EPC will likely be released during January or early February 2017.
- Prior to filing the Form 471, you must complete the competitive bidding process and sign a contract or make a legally-binding agreement with the vendor chosen through the bidding process.
- Be prepared to upload your contract or agreement and also to provide verification of square footage for Category Two budgets if needed (blueprints, signed letter from architect, city records, etc.)
- KDLA training on the Form 471 will be provided in early 2017 – check listservs for an announcement.



WRAP-UP

RESOURCES

USAC Schools & Libraries homepage

- www.usac.org/sl

USAC Client Services Bureau

- 1-888-203-8100 or through your EPC account

KDLA's E-rate page

- http://kdla.ky.gov/librarians/programs/Pages/E-Rate.aspx
  - Updates to this page are coming soon!

E-rate Central

- www.eratecentral.com

SIGN UP FOR KYTECH LISTSERV®

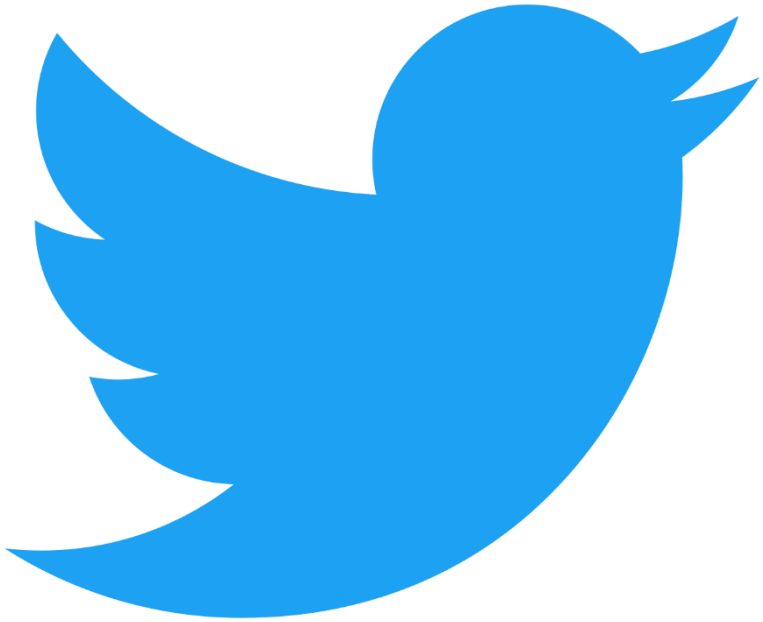
For Library Technology Support Staff:

- KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
- TO SUBSCRIBE: Send a blank message to: join-kytech@listserv.ky.gov

E-rate updates and reminders are posted to KYTECH.

KDLA SOCIAL MEDIA

@KDLALibDev

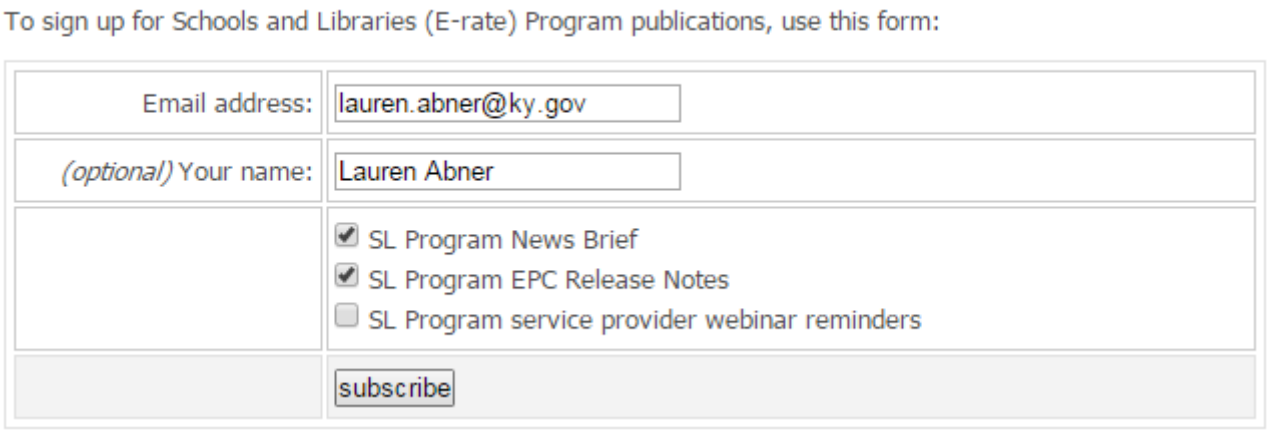


KDLACE

SIGN UP FOR *SL NEWS BRIEF*

The Schools & Libraries Program News Brief provides weekly updates on E-rate news, including in-depth tips on various aspects of the application process and the E-rate Productivity Center.

- **To sign up, visit http://usac.org/about/tools/publications/subscription-center.aspx (scroll down for Schools & Libraries publications)**



COMING ATTRACTIONS

Your Year in Tech

Thursday, December 15th

2:00 p.m. Eastern/1:00 p.m. Central

This interactive webinar will look back at tech trends from the past year and look ahead at what will influence Kentucky libraries and the communities they serve in the coming year. Participants are encouraged to come ready to share about tech happenings at their library.

Registration Link

Visit KDLA's Continuing Education Events Calendar to find learning opportunities on a variety of topics.

Go forth and **BE BOLD**, my E-rate warriors!

FOR E-RATE QUESTIONS, CONTACT LAUREN ABNER.

lauren.abner@ky.gov

502.564.1728